



First Peoples Equity Officer

Position Details		
Position Title: First Peoples Equity Officer	Department: Community Impact and Access	Agreement: VICTORIAN STAND-ALONE COMMUNITY HEALTH SERVICES (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE OFFICERS) MULTIPLE ENTERPRISE AGREEMENT 2022-26
Reports To: Manager Community Engagement and Inclusion	Location: Hawthorn and all locations	
Direct Reports: None	Employment Status: Max Term Part Time 0 .6 EFT	Classification: Grade 3
Position Primary Purpose		
<p>Access Health and Community acknowledge the ongoing impact of colonisation on First Peoples. We seek to deliver equity and justice for First Peoples as clients at our health services, as volunteers and as employees. We seek someone to assist and coordinate the development of our next Reflect Reconciliation Action Plan (RAP) as a larger organisation, working closely with the Manager Community Engagement and Inclusion (CE&I), and leading some key actions within the RAP - including truth telling.</p>		
Decision Making Authority	Key Relationships	
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> In accordance with the organisation’s Delegation of Authority Decisions about implementing program activities Day-to-day time and diary management Operational decisions within existing budgets and project plans Engagement with partner agencies, community settings and community members connected to project work Identifying new opportunities Facilitating community networks 	<p>Internal</p> <ul style="list-style-type: none"> Senior Manager Health Promotion and Engagement Marketing and Communications team Development and Wellbeing team Managers, Senior Managers and Executive Front line staff <p>External</p> <ul style="list-style-type: none"> Community members, including those using our services Partner organisations like ACCHOs, gathering places etc. First Peoples 	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.

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Key Accountabilities	
Focus Areas	Responsibilities
Program Support	<ul style="list-style-type: none"> • Collaborate closely with the Manager CE&I to assist the roll out of the Truth Telling process, both internally and externally • Coordinate the development of the next organisation-wide RAP in a timely way in collaboration with the Manager CE&I, with an emphasis on engaging Outer East colleagues in the RAP process • Lead the event management for the launch of the new RAP • Project manage the delivery of the RAP once approved in consultation with Manager CE&I • Implement reconciliation activities including for NAIDOC, Jan 26 and Reconciliation Week • Coordinate RAP staff action group meetings, including secretariat duties • Assist with Diversity and Inclusion, and Community Engagement activities across the organisation where required • Develop quality reports for internal and external purposes (e.g. monthly reports, Reconciliation Australia Impact Report) • Collaborate with the Marketing & Communications team, including preparing draft copy and plans
Partnership Development	<ul style="list-style-type: none"> • Connect with colleagues at all levels across the AccessHC Leadership team to build their awareness, desire and capability to actively support truth telling and other RAP actions • Build relationships with First Peoples locally to support the organisation to learn and achieve equity for First Peoples, including participating in local opportunities, networking, individual meetings etc. as negotiated with Manager CE&I. • Actively participate in Cultural Consultation meetings with Traditional Owners • Support the development of a First Nations advisory group that meets for the duration of project and co-design an ongoing meeting structure for interested members to advise on the organisation's ongoing Reconciliation work. • Leading a request for proposal and selection process to engage a First Nations artist to develop an artwork for the new RAP • Be the key contact and build relationship with Reconciliation Australia • Championing First Peoples equity across the organisation as clients, volunteers and staff.? Reword
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position • Participate in mandatory training requirements to support the delivery of a safe and effective service
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times • All staff are required to take reasonable care for their own health and safety and that of other personnel that could be affected by their conduct
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality

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Selection Criteria				
Mandatory selection criteria items <ul style="list-style-type: none"> • Police Check • International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>) • Working With Children Check Key selection criteria items <ul style="list-style-type: none"> • Minimum of 3 years' experience in a community development, health promotion or related role within a community organisation Or <ul style="list-style-type: none"> • Tertiary qualification in Aboriginal and Torres Strait Islander studies, Health Promotion, community development or a related discipline • Experience working with First Peoples communities, including an understanding of the cultural norms, communication styles and complex issues experienced by First People, especially in relation to interactions with the health system • Experience building strong working relationships to work in partnership with Wurundjeri Elders, First Nations community members and organisations such as ACCHOs, MITS etc • Demonstrated project management experience with strong strength-based leadership skills within internal and external projects • Excellent communication, facilitation, stakeholder engagement, presentation and report-writing skills 		Attributes we value <ul style="list-style-type: none"> • Experience working with Aboriginal and Torres Strait Islander people and Aboriginal Controlled Community Organisations to support reconciliation • Experience building productive partnerships across community organisations, government, health services and leadership groups • Experience working with Aboriginal and Torres Strait Islander organisations, communities and reconciliation initiatives. • Knowledge of Reconciliation Action Plan (RAP) frameworks and Reconciliation Australia processes. • Understanding of truth-telling, cultural safety, self-determination and equity principles • Experience coordinating advisory groups, consultation processes or community engagement programs • High level of cultural sensitivity and respect for diverse cultures, abilities, ages, sexualities and gender identities • Proficiency with and Microsoft Office programs (Word, Excel, Outlook and PowerPoint) • Effective time management and prioritisation skills • Demonstrated behaviours consistent with AccessHC values 		
Authorisations				
Employee Name: Signature: _____ Date: / /		Manager Name: Signature: _____ Date: / /		
<p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience.</p> <p>We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, people with disability, people of all genders and sexualities, and people with lived and living experience.</p> <p>We recognise the strength, resilience and ongoing contributions of First Nations peoples and are committed to advancing reconciliation through our employment, service delivery and organisational practices</p> <p>All compliance requirements will be assessed on a case-by-case basis, and a criminal history does not automatically exclude an applicant from employment. All applications will be treated confidentially.</p>				
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