



Job Description

Job Title:	General Manager, Cultural Safety and Training (designated Aboriginal and Torres Strait Islander position)
Portfolio:	CEO's Office
Reports to:	CEO
Location:	Canberra (preferable) but South Western Sydney or regional NSW locations may be negotiable
Classification:	Full-time. Senior Manager's contract
Date:	26 March 2018

Job Purpose

Provide high-level strategic advice and consultancy to the CEO, Executive and Board on all matters involving Aboriginal people, communities and organisations in their interactions with Anglicare. Develop and facilitate cultural safety training for all staff and provide operational guidance to all managers on service specific Aboriginal staff recruitment and retention strategies. Provide guidance to Management on the development through partnership-building, communication strategies and advocacy to drive Aboriginal led solutions to meet the needs of Aboriginal people and their communities.

Key Result Areas

Strategic and Financial Management

Provide high-level strategic advice and consultancy to the CEO, Executive and General Managers on matters related to working with Aboriginal clients, services and communities.

Provide a consultancy service to managers to increase Aboriginal engagement and participation across operational areas.

Ensure that Anglicare contributes to the Council of Australian Government's *Closing the Gap* National Partnership Agreement and relevant targets.

Contribute to the development and implementation of Anglicare Strategic Directions and Operational Plans.

Lead or contribute to the development of Anglicare services offered to Aboriginal clients and communities, including provision of strategic advice and mentoring to managers who may be involved in the development/operation of these services.

Identify opportunities for Anglicare to contribute to the achievement of strategic directions in relation to Aboriginal inclusion, and report these to the CEO and Executive.

Provide strategic leadership to ensure Aboriginal inclusion is embedded in policies, frameworks and funding applications.

To ensure Anglicare is delivering on our commitment to our RAP, our vision and our statement of purpose.

Maintain an expert awareness of industry research, trends, issues and developments in relation to Aboriginal wellbeing at state and national levels.

Act as an expert resource on Aboriginal wellbeing within the agency.

Manage the development and delivery of strategic and operational plans (including risk assessments) and budgets for own section.

Facilitate the development and guide the implementation of Anglicare's Reconciliation Action Plan (RAP), together with Anglicare's Reconciliation Action working group.

Establish and report performance against Key Performance Indicators (KPIs)/ Workforce Plans. Initiate positive and corrective actions to respond to trends.

Improve data collection on Aboriginal clients' access and participation with Anglicare programs across portfolio areas.

Ensure Aboriginal demographic data is utilised in the planning and delivery of programs and services.

Monitor programs and services to ensure Aboriginal prescribed targets in Anglicare funding agreements are achieved.

Coordinate, prioritise and implement Aboriginal employment, recruitment and retention strategies, in consultation with HR.

Operational Management

Develop and deliver strategies to increase Aboriginal employment and volunteering.

Establish and maintain an Aboriginal staff support network across the organisation.

Represent Anglicare at various forums including working with Anglicare Australia on Aboriginal affairs.

Operate as a key member of Anglicare Australia's Reconciliation Network.

Develop strategies to increase Anglicare's participation in events of cultural significance and the Aboriginal community as appropriate.

Problem-solve and contribute to resolution of issues in relation to advocating for Aboriginal employees and clients both internally and externally as required.

Facilitate cultural learning opportunities for staff volunteers, and members of partner ministries within the Anglican Church, to increase understanding and value the contribution that Aboriginal people make to the social fabric of our society.

Develop staff training to improve cultural safety with Anglicare and facilitate cultural respect workshops within Anglicare.

Contribute to and check monitor Anglicare's publications to ensure Aboriginal inclusion (internal and external).

Strategic Partnerships and Advocacy

Contribute to advocacy campaigns on behalf of Anglicare, especially with a focus on improving cultural safety within the sector.

Advise Anglicare on how the agency can best support Constitutional Recognition of Aboriginal people.

People Leadership

Establish consultative processes to create a positive work environment.

Provide direction and advice to staff in the performance of their duties.

Direct Reports: Executive Assistant (P/T)

Specific Job Requirements

- You will be required to travel to other Anglicare sites on a regular basis.
- You will require a current driver's licence.
- You will have a mandatory requirement to hold a valid Working with Children Check (NSW) and Working with Vulnerable People Check (ACT).

Standard Job Requirements (all staff)

- Embrace and integrate Anglicare's Vision, Mission and Values into your role.
- Conform with Anglicare's conditions of employment, Code of Conduct, and other

Human Resources, Work Health and Safety and organisational policies and procedures.

- Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
- Perform all allocated duties within classification and work at other Anglicare sites if required.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

Person Specification

Qualifications

- Tertiary qualifications in Aboriginal Studies, community services, adult education, or equivalent human services area.

Demonstrable Requirements / Selection Criteria

Comprehensive working knowledge of Aboriginal cultural, social and community networks and relationships, including within Government and Non-Government Organisations.

Extensive life and professional experience of having worked in, with and for the Aboriginal community and relevant service providers.

Experience in working with Aboriginal people, families and communities and an acceptance by local people and communities.

Experience in community services and community development.

Proven ability to provide sound strategic advice to management, and ability to work collaboratively with staff at all levels.

Knowledge of issues relating to Aboriginal service delivery and development including issues faced by clients.

Experience in the recruitment of Aboriginal and Torres Strait Islander employees utilising various media, networks and other promotional opportunities.

Proven ability to build relationships and network with other organisations including funding bodies.

Proven ability to problem solve and advocate for Aboriginal employees and clients.

Proven ability to provide advice and guidance to management on Aboriginal staffing and service delivery matters.

Proven experience in facilitating cultural learning opportunities across all levels of an organisation, including delivery of cultural respect training.

Proven ability to mentor Aboriginal employees and their managers to ensure positive employment outcomes.

Understanding of the range of issues faced by Aboriginal staff in a mainstream organisation.

Ability to develop strategic and operational plans that consider risk assessments, budgetary requirements and organisational needs.

Proven ability to deliver staff training and cultural sensitivity workshops.

Proven ability to develop and manage budgets.

Highly developed skills in staff development, training, performance management and in facilitating positive working environments.

High level written communications skills including capacity to develop policy, procedures and publications and media responses as required.

High-level verbal communication skills as well as proven strengths in negotiation, collaboration, networking, report writing, lateral thinking and problem solving.

Ability to plan and implement systems that ensure a safe work environment.

Work within a team environment in accordance with Anglicare values.

Competencies

The competencies below reflect requirements for this position. They may be used as part of the selection process when recruiting for the position and for performance reviews.