

**ROLE DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Title:** | Aboriginal Cultural Consultant (Learning and Development) | | |
| **Classification Code:** | ASO6 | Position Number |  |
| **LHN/ HN/ SAAS/ DHA:** | Central Adelaide Local Health Network (LHN) | | |
| **Site/Directorate** | Workforce | | |
| **Division:** | Organisational Development and Workforce Strategy | | |
| **Department/Section / Unit/ Ward:** | Workforce Strategy | | |
| **Role reports to:** | Principal Aboriginal Workforce Consultant | | |
| **Role Created/ Reviewed Date:** | May 2022 | | |
| **Criminal History Clearance Requirements:** | Aged (NPC)  Working With Children’s Check (WWCC) (DHS)  Vulnerable (NPC)  X General Probity (NPC) | | |
| **Immunisation Risk Category:** | Category A (direct contact with blood or body substances)  Category B (indirect contact with blood or body substances)  X Category C (minimal patient contact) | | |

**ROLE CONTEXT**

|  |
| --- |
| **Primary Objective(s) of role:** |
| The Aboriginal Cultural Consultant (Learning and Development) is an identified Aboriginal position within the Central Adelaide Local Health Network (CALHN) and is accountable to the Director, Organisational Development and Workforce Strategy for the coordination and development of learning programs and resources with significant Aboriginal content, that commits to ongoing inter-professional collaboration, learning and support that is essential to building a strong, sustainable, and culturally safe Aboriginal workforce. Supporting CALHN to develop and improve culturally responsive services and work respectfully with Aboriginal staff by reinforcing strategies, structures, and processes**.** Usinga system-wide holistic approach to improve cultural capability and providing policy/program development in terms of culturally appropriate training programs. |

|  |
| --- |
| **Key Relationships/ Interactions:** |
| Internal   * Reports to the Director, Organisational Development and Workforce Strategy * Principal Aboriginal Workforce Consultant * RAP Committee Chair and members of the RAP Committee * RAP Events Working Group * Senior Project Manager Aboriginal Strategy * Director, Aboriginal Health and Research Translation * Strategic Aboriginal Health Project Manager * Workforce Team * Leaders across CALHN’s Clinical Programs and Directorates * CALHN Aboriginal Learning Health Network * Aboriginal Priority Care Committee   External   * Establishes effective relationships with Aboriginal service providers and external key contacts * Training providers * Relevant government and non-government agencies |

|  |
| --- |
| **Challenges associated with Role:** |
| Major challenges currently associated with the role include:   * Promoting and advancing an appreciation of Aboriginal learning initiatives in a large organisation * Supporting a large, complex client base with competing demands. |

|  |
| --- |
| **Delegations:** |
| **N/A**  **Staff supervised:** Direct 0 Indirect 0 |

|  |
| --- |
| **Special Conditions:** |
| * This is an identified position under the special measure recruitment: In accordance with Sections 30 (1) and 103 (1) of the Equal Opportunity Act 1984 only applicants of Aboriginal and Torres Strait Islander descent may apply. * It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*. * *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016),* a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required. * For *‘Prescribed Positions’* under the *Child Safety (Prohibited Persons) Act (2016),* the individual’sWWCCs must be renewed every 5 years from the date of issue; and for ‘*Approved Aged Care Provider Positions*’ every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth). * Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met. * Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees. * The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident. |

|  |
| --- |
| **General Requirements:** |
| Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:   * *Work Health and Safety Act 2012* (SA)and when relevant WHS Defined Officers must meet due diligence requirements. * *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness. * Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive.* * Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). * *Children and Young People (Safety) Act 2017* (SA) ‘Notification of Abuse or Neglect’. * Disability Discrimination. * *Independent Commissioner Against Corruption Act 2012* (SA). * *Information Privacy Principles Instruction.* * Relevant Awards, Enterprise Agreements, *Public Sector Act 2009, Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual.* * Relevant Australian Standards. * Duty to maintain confidentiality. * Smoke Free Workplace. * To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery. * Applying the principles of the *South Australian Government’s Risk Management Policy* to work as appropriate.   The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary. |

|  |
| --- |
| **Performance Development** |
| The incumbent will be required to participate in the organisation’s Performance Review & Development Program which will include a regular review of the incumbent’s performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to both CALHN and the broader SA Health values and strategic directions. |

|  |
| --- |
| **Handling of Official Information:** |
| By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.  SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.  SA Health employees will not misuse information gained in their official capacity.  SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction. |

|  |
| --- |
| **White Ribbon:** |
| SA Health and Celsus have a position of zero tolerance towards men’s violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour. |

|  |
| --- |
| **Cultural Commitment:** |
| CALHN and Celsus welcome and respect Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN and Celsus are committed to increasing the Aboriginal and Torres Strait Islander Workforce. Our Reconciliation Action Plan guides, supports and holds us accountable as we uphold our values and focus on making reconciliation a reality. The plan can be found at centraladelaide.health.sa.gov.au and www.celsus.net.au. |

|  |
| --- |
| **Resilience:** |
| SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback. |

|  |
| --- |
| **Integrity Statement:** |
| As a public sector employee, the incumbent will have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that the incumbent act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health. |

**Key Result Area and Responsibilities**

|  |  |
| --- | --- |
| **Key Result Areas** | **Major Responsibilities** |
| Coordinating a Culturally Responsive Workforce | * Develop, implement, deliver and review integrated strategies, plans, projects and workshops with a key focus on delivering actions under the CALHN Cultural Knowledge and Translation Framework – Tapa Purrunna Tirkatirkanya Karrpa. * Coordinate completion of actions within the cultural framework in accordance with allocated timeframes. * Support action leads to achieve completion of assigned actions and monitor actions at risk and escalate appropriately. * Support the implementation of key events and services (such as NAIDOC Week, Reconciliation Week and Cultural Safety initiatives), ensuring their delivery in a culturally safe, inclusive and responsive manner. * Coordinate and embed cultural learning processes that supports ongoing practice in the delivery of outcomes through individual and organisational cultural safety reflection. * Provide progress reports to Director, Organisational Development and Workforce Strategy |
| Partnerships and Engagement | * Engage with leaders and staff in CALHN’s Programs and Directorates to promote the cultural framework and encourage ownership and participation in actions. * Closely engage with and collaborate with consumer representatives on the Aboriginal Priority Care Committee and the broader Aboriginal and Torres Strait Islander community to review the implementation and the impact of the cultural framework initiatives. * Develop and maintain strategic relationships and networks, including with Traditional Owner Groups, the broader Aboriginal and Torres Strait Islander community, and a range of Aboriginal organisations and networks. * Proactively engage with, provide advice to and build the capacity of staff and key stakeholders to improve their awareness and understanding of reconciliation and social inclusion, and to improve systems, practices and resources through the development of appropriate tools, resources and training activities. * Develop and maintain strategic relationship with the CALHN cultural sensitivity and respect trainer and collaborate with the CALHN Aboriginal business strategy group. |
| Project management and delivery | * Develop project documentation and coordinate and deliver projects relevant to cultural sensitivity and safety that are aligned to the strategic direction of the organisation and organisational needs. * Undertake and implement projects in accordance with the project plan and timeframes. * As required, liaise with internal and external consultants on the design and delivery of projects including negotiating on project scope, budget and outcomes with stakeholders. * Present and workshop project progress and outcomes as required. * Prepare reports and briefing documents to report on project progress. * Evaluate the outcomes of projects and initiatives. |
| Research and knowledge | * Maintain a current working knowledge of relevant government initiatives and priorities, relevant research and good practice. * Research and analysis of contemporary business practices to enable the implementation of best practice diversity and inclusion strategies. |

**Knowledge, Skills and Experience**

**ESSENTIAL MINIMUM REQUIREMENTS**

**Educational/Vocational Qualifications**

* N/A

**Personal Abilities/Aptitudes/Skills:**

* Demonstrated experience and skills in working with and engaging Traditional Owner Groups and/or Aboriginal and Torres Strait Islander people and organisations to deliver complex projects and programs.
* Proven ability to develop and sustain productive multi-agency partnerships and integrated strategic responses involving government agencies, peak bodies, local services and community networks.
* Skills in managing time, setting priorities, planning and organising one’s own work to achieve specific objectives and priority projects.
* Excellent communication and influencing skills, both verbal and written with proven skills in quality report writing and preparing policy submissions and funding applications.
* Ability to build rapport and working relationships effectively with a range of stakeholders.
* Competent level of computer literacy (Microsoft Word, Excel, Outlook)

**Experience**

* Demonstrated experience coordinating/developing and delivering programs and initiatives in cultural knowledge and translation that ensures cultural responsiveness and/or cultural safety, reconciliation and Social Justice including and enforcing a zero-tolerance approach to racism.
* Experience managing projects to deliver successful outcomes.

**Knowledge**

* A strong understanding and appreciation of current policy context, issues and services that impact on Aboriginal cultural safety in the workforce and Aboriginal and Torres Strait Islander communities.
* A comprehensive understanding of equity and disadvantage in our community and demonstrated work experience in influencing outcomes for community.
* An awareness of the relevant legislation, policies and procedures across government.
* An understanding of the legislative requirements of the Work Health and Safety Act 2012.
* An awareness of and ability to work to the spirit and principles of AS/NZS ISO 31000 Risk Management.

**DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications**

* Degree or Diploma qualification/s in social sciences, organisational development, workforce development, community development, training and assessment or similar discipline and/or experience working with Aboriginal and Torres Strait Islander peoples and organisations.

**Organisational Context**

**Organisational Overview:**

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health’s mission is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

**Our Legal Entities:**

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women’s and Children’s Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

**SA Health Challenges:**

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australian’s have access to the best available health care in hospitals, health care centres and through GPs and other providers.

**Central Adelaide Local Health Network:**

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia, and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance, and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

* Royal Adelaide Hospital (RAH)
* The Queen Elizabeth Hospital (TQEH)
* Hampstead Rehabilitation Centre (HRC)
* St Margaret’s Rehabilitation Hospital (SMRH)
* Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
* Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreen SA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery, or rehabilitation.

CALHN’s purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit centraladelaide.health.sa.gov.au.

**Celsus**

Celsus is the Special Purpose Company responsible for managing the consortium that designed, financed, constructed, and commissioned the Royal Adelaide Hospital, and that now manages and maintains the world-leading facility under a 30-year contract until 2046.

Commissioned in September 2017, the Royal Adelaide Hospital is the most advanced hospital in Australia.

Managed by Celsus under a Public Private Partnership (PPP) framework with the South Australian Government, the hospital is operated by the public sector (SA Health through CALHN) which also provides all core clinical services, staffing, teaching, training, and research.

Celsus provides facility management with a patient-centric philosophy, which serves the growing needs of South Australians while setting the global benchmark for future hospitals.

It is a great responsibility, and one we do not take lightly. We are undertaking it with integrity, professionalism, and collaboration to secure the best possible outcome for all South Australians.

Celsus LinkedIn Page:

<https://www.linkedin.com/company/celsus-the-royal-adelaide-hospital/?viewAsMember=true>

**Values and behaviours**

**Central Adelaide Local Health Network Values**

Our values, together with our vison and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

|  |  |
| --- | --- |
| **Values** | **Behaviours** |
| *People first* | * I am there for my patients and colleagues when they need me most. * I put myself in my patients and colleagues’ shoes to understand their needs. * I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience. * I respect uniqueness in my colleagues, our patients and their families. |
| *Ideas driven* | I look and listen to ensure I fully understand the problem and find a solution.I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.I invest in my own learning and look for opportunities to explore and introduce new ideas.I am interested in critical research and how it informs creative thinking. |
| *Future focussed* | I embrace leading practices and use them to evolve our ways of working.I lead and support change to improve patient and organisational outcomes.I am constantly on the look-out for opportunities to improve. |
| *Community minded* | * I put my hand up to lead work that matters. * I am accountable and focused on value. * I value and champion diversity. * I embrace collaboration and constructive partnerships. |

**Code of Ethics**

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

* Democratic Values - Helping the government, under the law to serve the people of South Australia.
* Service, Respect and Courtesy - Serving the people of South Australia.
* Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
* Accountability- Holding ourselves accountable for everything we do.
* Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

**Approvals**

**Role Description Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** **Role Title:**

**Signature:** **Date:**

**Role Acceptance**

**Incumbent Acceptance**

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

**Name:**  **Signature: Date:**