



## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Aboriginal and Torres Strait Islander Project Lead	Department	People & Culture
Location	Flexible	Direct/Indirect Reports	2+ Volunteers
Reports to	Manager, People & Culture	Date Revised	January 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0030345

*Red Cross is committed to building long-term and respectful partnerships by working with Aboriginal and Torres Strait Islander people, communities and organisations to determine and lead their own solutions. To support this commitment, Red Cross is determined to build our capacities through meaningful and rewarding employment and Volunteering opportunities for Aboriginal and Torres Strait Islander people.*

### ■ Position Summary

The Aboriginal and Torres Strait Islander Project Lead provides leadership and support in delivering our People and Culture outcomes under the Reconciliation Action plan and the implementation of the Workforce Action plan. This role will assist in developing positive employment pathways for Aboriginal and Torres Strait Islander staff at Red Cross in Victoria. The Project Lead will play a key role in supporting growth, development and wellbeing initiatives for Aboriginal and Torres Strait Islander staff in Victoria. The role will also assist in the coordination and collaboration of activities that strengthen cultural awareness and participation of Red Cross Managers and staff, support the development of competent and culturally safe team environments in Victoria.

As part of the People and Culture team you will work closely with Business Partners and the Community Action Coordinator within the Community Mobilisation Team to collaborate external engagement activities in our commitment to walk alongside Aboriginal and Torres Strait Islander communities. The Project Lead will drive the development of connections with Aboriginal and Torres Strait Islander communities, individuals and stakeholders to promote and build increased access to relevant Red Cross employment, intern and traineeship opportunities in line with our targeted outcomes.

This role will collaborate with the Victorian Wominjeka Aboriginal & Torres Strait Islander leadership group and will provide advice and support to the Victorian Leadership team. The role has the opportunity to work with, access support and connect with the Red Cross National Aboriginal and Torres Strait Islander Leadership Team.

### ■ Position Responsibilities

#### Key Responsibilities

The Aboriginal and Torres Strait Islander Project Lead will support Red Cross to live out our Reconciliation Action Plan commitments by:

#### *Supporting Aboriginal and Torres Strait Islander staff development*

- Building awareness and understanding of individual's commitments and responsibilities under the Reconciliation Action plan

- Review, iterate and deliver on the People and Culture Aboriginal and Torres Strait Islander Workforce Action plan to ensure we deliver on our outcomes
- Identify development and leadership opportunities for Aboriginal and Torres Strait Islander people and ensure appropriate promotion of these opportunities to teams across the state
- Proactively provide support to Aboriginal and Torres Strait Islander staff in navigating the Red Cross work environment and support learning and development in the workplace. The role will also promote the building of meaningful individual Development Plans in collaboration with line managers

*Strengthening employment and leadership pathways for Aboriginal and Torres Strait Islander community members and staff*

- Develop meaningful relationships with relevant community organisations and stakeholders to further our reach and influence in attracting Aboriginal and Torres Strait Islander people to Red Cross
- Assist in the coordination activities of the Victorian Aboriginal and Torres Strait Islander Leadership group, Wominjeka. This may include meeting coordination, following up on action items, induction for new members and other connections as appropriate to the National Aboriginal Leadership group.

*Promoting a culturally safe workplace*

- Help teams build strong and culturally safe work environments where every team member feels comfortable, safe and welcomed.
- Support and advise the coordination of cultural awareness training opportunities for Red Cross
- Collaborate with the Talent and Culture Team in the development and implementation of the 'Cultural Ladder' and support meaningful strategies to embed it in our ways of working
- Providing guidance and support to staff and teams on culturally relevant ways of working ensuring managers are confident in creating culturally safe work environments.

*Supporting a collaborative approach to community engagement activities*

- Work alongside and provide advice to the Victorian RAP team and Yarning Circle to support staff participation, promotion and awareness in cultural and community activities that recognise Aboriginal and Torres Strait Islander peoples achievements and days of cultural significance
- Collaborate with the Community Action Coordinator – Aboriginal and Torres Strait Islander Engagement to ensure the coordination of community engagement and cultural awareness activities.

## ■ Position Selection Criteria

### Technical Competencies

- Strong ability to be a flexible, positive and collaborative team member
- Sound ability to communicate both written and verbally with a broad range of people
- Stakeholder engagement capabilities and experience building positive relationships with Aboriginal and Torres Strait Islander communities, organisations and individuals in Victoria
- Experience working with Aboriginal or Torres Strait Islander people/communities
- Experience building relationships and influencing individuals and teams in a range of capacities
- Knowledge and understanding of progressive HR / Recruitment practices would be an advantage.

### Behavioural Capabilities

- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.

- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **Organisational effectiveness | Innovating and improving** | Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.