

Position Description

Title	Aboriginal Cultural and Reconciliation Advisor
Business unit	Mission and Equity
Location	130 Lonsdale Street, Melbourne some travel within VIC and TAS
Employment type	Full time Maximum term two-year contract shared across Uniting Victoria Tasmania, Uniting AgeWell and U Ethical.
Work pattern	3 days / week dedicated to Uniting Victoria Tasmania 2 days / week dedicated to Uniting AgeWell 1 – 2 days / month dedicated to U Ethical Some flexibility required depending on work priorities
Reports to	Director of Mission

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We’ve been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We’re there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We’re proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

Position purpose

The Aboriginal Cultural and Reconciliation Advisor will work primarily with [Uniting VicTas](#) (large, multi-site community services organisation of the Uniting Church in Victoria and Tasmania) and [Uniting AgeWell](#) (large multi-site aged care organisation of the Uniting Church in Victoria and Tasmania), and to a lesser degree [U Ethical](#) (small investment management organisation of around 25 people that is a social enterprise of the Uniting Church).

The purpose of the Aboriginal Cultural and Reconciliation Advisor is to offer strategic advice, guidance and support for reconciliation efforts to enable all three organisations to create socially just and culturally safe relationships with, and opportunities for, Aboriginal and Torres Strait Islander peoples within the contexts of our service delivery and our workplaces. All three organisations have their foundation in the Uniting Church in Australia, which has a deep commitment to walk together as all First and Second Peoples, seeking to build a church and nation of justice and reconciliation.

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The Aboriginal Cultural and Reconciliation Advisor will act with influence, provide cultural advice, build cultural capability, and be a hands-on resource to lead and support reconciliation efforts in all three organisations as well as providing leadership to the development, implementation, and reporting of each organisation's Reconciliation Action Plan under Reconciliation Australia's framework.

The Aboriginal Cultural and Reconciliation Advisor will activate resources and support to achieve organisational aims to be culturally safe for Aboriginal and Torres Strait Islander people using services and to be workplaces of choice for Aboriginal and Torres Strait Islander people.

1. Scope

Budget: Approximately \$20,000

People: Nil

2. Relationships

Internal (to all three organisations)

- Reconciliation Action Plan Working Groups
- Senior Management Groups / Executives
- People leaders
- Aboriginal and Torres Strait Islander employees, volunteers, placement students (workforce)

Internal (Uniting VicTas-specific)

- Yarn Up network
- Aboriginal and Torres Strait Islander Consumer Partners
- All Uniting workforce

External

- Uniting Care Australia network
- Uniting Aboriginal and Islander Christian Congress
- Reconciliation Australia
- Aboriginal and Torres Strait Islander led Community Organisations and Networks
- Aboriginal and Torres Strait Islander Consumer Advocacy peak bodies
- Government stakeholders

3. Key responsibility areas

These responsibilities will apply to greater and lesser extents in the different organisations.

Cultural Advice and Leadership

- Influence change within the organisations in relation to positive race relations and reconciliation between First and Second Peoples.
- Maintain knowledge and understanding of contemporary reconciliation practices and share these at the organisations.
- Guide the organisations on fostering closer connections with communities for deeper listening and learning.

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- Build relationships with internal Aboriginal and Torres Strait Islander workforce and foster their participation in the organisations' reconciliation journey.
- Foster networks and relationships between the organisations and relevant Aboriginal and Torres Strait Islander organisations/groups/committees.
- Lead and support gatherings of Aboriginal and Torres Strait Islander employees and volunteers
- Contribute to the design and delivery of high-quality consumer-informed services, processes, communications, and training.
- Give visibility to contemporary issues and events relevant to Aboriginal and Torres Strait Islander peoples, and generate organisational interest and buy-in.

Cultural Safety

- Support the organisations' efforts to become a workplace of choice for Aboriginal and Torres Strait Islander peoples.
- Educate and inform the organisations on the values, ethos and practices that contribute to cultural safety for Aboriginal and Torres Strait Islander peoples walking in two worlds.
- Lead or advise on the development of various policies, procedures and systems to improve cultural competency across the organisations e.g. cultural learning guidelines, anti-discrimination policies.
- Encourage individual- and team-level ownership of cultural competency across the organisations' workforces.
- Provide cultural advice to improve cultural capability.
- Act as point of cultural contact for Aboriginal and Torres Strait Islander workforce seeking support or assistance.
- Use existing reporting systems to learn from and share back to improve support of Aboriginal and Torres Strait Islander workforce.

Reconciliation Action Plans

- Lead the effective development, implementation, monitoring, and evaluation of organisational RAPs.
- Coordinate and support internal RAP Working Groups making sure there is appropriate stakeholder representation and engagement.
- Monitor RAP progress through existing Uniting reporting frameworks creating transparency and accountability across the organisations.
- Liaise with Reconciliation Australia and prepare required administrative documents and reporting.

People and Teams

- Provide functional leadership to various groups including RAP Working Groups and leadership team.
- Undertake regular supervision and performance review with line manager at Uniting VicTas, coordinating workstreams across the organisations and providing and responding to feedback to promote collaborative working relationships.
- Undertake regular check-ins with those with oversight of the work at Uniting AgeWell and U Ethical, openly discussing progress and challenges
- Promote and maintain positive, respectful and enthusiastic work environments.
- Provide authentic team leadership and the highest level of professional conduct in alignment with the organisations' values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety).
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

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Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting VicTas employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

4. Performance indicators

- High degree of engagement and buy-in amongst leaders, RAP working group, and broader workforce in the three organisations
- Improving measures of cultural safety for consumers, employees, and volunteers
- Effective development, implementation and monitoring of organisational Reconciliation Action Plans (RAPs)

Person specification

This position is an **identified position** in which the responsibilities and accountabilities involve extensive engagement with Aboriginal and Torres Strait Islander Peoples, Traditional Owners, Indigenous communities, or their representatives.

Uniting considers that being Aboriginal and or Torres Strait Islander is a genuine occupational requirement for this position under s 41 of the Anti-Discrimination Act 1998 (Tas) and sub-s 26(3) or s 28 of the Equal Opportunity Act 2010 (Vic).

Qualifications

- No essential qualifications

Experience

- High levels of cultural competency, knowledge and understanding of Aboriginal and Torres Strait Islander cultures and peoples
- Experience working in constructive and positive partnerships with organisations to provide strategic cultural advice and build cultural competency in systems, policies, and procedures

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- Demonstrated experience working effectively with people from Aboriginal and Torres Strait Islander backgrounds, particularly within an organisational setting
- Knowledge and understanding of contemporary reconciliation practices
- Demonstrated success in leading, monitoring and reporting on Reconciliation Action Plans
- Demonstrated success in delivering cultural change projects
- Demonstrated success in informing and influencing others, with an ability to form strong working partnerships
- Demonstrated ability to prioritise workload and make progress on the most important things

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Cultural competency:** strong lived experience, knowledge, and understanding of Aboriginal and Torres Strait Islander culture and peoples.
- **Communication and relationships:** empathy, understanding, adaptability, influence, and a pragmatic approach to solving problems and addressing organisational challenges
- **Flexibility:** Comfortable in uncertainty and complexity, able to exercise excellent judgement including adapting as circumstances change.
- **Engagement and influence:** strong capability to form pragmatic internal and external professional relationships that support Uniting's commitment to reconciliation.
- **Project management:** demonstrated success in leading the scoping, planning, designing, implementation and monitoring of cultural change projects
- **Communication:** capability to effectively communicate across various outputs including electronic, written, verbal and professional reporting.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.

5. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.
