

Position Description

Title	Reconciliation Lead
Business Unit	Mission & Equity Division
Location	Level 4, 130 Lonsdale Street, Melbourne Flexible location
Employment type	Ongoing, Part Time (60.8 hrs per fortnight, 4 days per week)
Reports to	Director of Mission

At Uniting Vic. Tas we aim to work in solidarity with Aboriginal and Torres Strait Islander peoples as Australia's First Peoples and as the Traditional Custodians of the lands on which we live and work.

We are seeking someone to lead implementation of our new Innovate Reconciliation Action Plan across the organisation. Helping us to work in culturally safer ways and guiding our reconciliation work with local communities in Victoria and Tasmania is an important part of this role.

Aboriginal and or Torres Strait Islander people are strongly encouraged to apply.

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.

At Uniting 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

1. Position purpose

The purpose of this position:

- to support Uniting's aim to be culturally safe for all Aboriginal and Torres Strait Islander people using our services
- to support Uniting's aim to deliver positive outcomes for Aboriginal and Torres Strait Islander people and communities
- to facilitate and support Yarn Up gatherings
- to develop and maintain internal and external individual and community relationships
- to oversight implementation of our *Innovate* Reconciliation Action Plan and working group
- to commence work on our *Stretch* Reconciliation Action Plan – to be launched in 2023.

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2. Scope

Budget: \$25,000

People: No supervisory responsibility

3. Relationships

Internal

Key internal relationships that this position has primary and regular interactions with:

- Aboriginal and Torres Strait Islander staff and volunteers
- Yarn Up network
- Non-Indigenous staff and volunteers
- Quality and Compliance Team
- Stream and Divisional Managers
- Executive Officers/Regional Managers
- Reconciliation Action Plan, RAP, Working Group

External

Key external relationships that this position has regular interactions with:

- Aboriginal and/or Torres Strait Islander Lead Community Organisations and Networks
- Consumer and community movements, including Consumer Advocacy peak bodies
- Church, Uniting Aboriginal and Islander Christian Congress and local communities
- Government Departments
- Other key partners in service delivery, research, public policy and advocacy

4. Key responsibility areas

Reconciliation

- Building relationships with internal Aboriginal and Torres Strait Islander staff and volunteers and fostering their leadership/participation in Uniting's reconciliation journey.
- Support Yarn Up gatherings (Aboriginal and Torres Strait Islander staff and volunteers)
- Contribute to the design and delivery of a high quality lived experience and co-designed services, processes, communications and training.

Cultural Safety

- Support the implementation of cultural safety audit tools
- Support embedding cultural safety across Uniting systems and processes
- Increase our workforce's cultural safe capability and expertise.

Reconciliation Action Plans

- Oversee the implementation of Uniting's *Innovate* Reconciliation Action Plan
- Budget management
- Resource the RAP working group to monitor and report on RAP progress
- Active participation and lead within RAP Working Group meetings
- Consult and draft Uniting's *Stretch* Reconciliation Action Plan in 2023.

People and teams

- Provide support, guidance, coaching, leadership, and empowerment with the Mission & Equity team including feedback

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- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.
- Identify organisational gaps and advocate for cultural safety across Uniting's business streams.

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.

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 (Victoria Tasmania) 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.

5. Performance indicators

- Improving measures of cultural safety for consumers, staff and volunteers
- *Innovate* RAP implemented successfully
- *Stretch* RAP endorsed in 2023

6. Person specification

Qualifications

- No essential qualifications, but community development, social work and project management qualifications would be valuable for this role.

Experience

- High levels of cultural competency, knowledge and understanding of Aboriginal and Torres Strait Islander cultures and peoples. Persons identifying as Aboriginal and Torres Strait Islander strongly encouraged to apply **(Essential)**
- Working and collaborating with Australia's First Peoples in a range of contexts. **(Essential)**
- Working with people with a lived experience of the community services system (consumers/clients). **(Essential)**

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- Experience in leading, working in a collaborative way with a wide range of stakeholders, and delivering results within set timelines in a multi stakeholder & contested environment **(Desirable)**
- Experience leading and managing multi stakeholder projects **(Desirable)**
- Reconciliation Action Plan development or social policy development experience **(Desirable)**

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
- List the selection criteria other than qualifications and experience that a candidate will be assessed against in an internal and/or external recruitment process.
- Cultural competency, knowledge and understanding of Aboriginal and Torres Strait Islander cultures and peoples
- Interpersonal skills of empathy, understanding and influence.
- Communication skills: personal and across multiple information technology applications
- Project management: proven capability to scope, plan, manage and deliver complex cultural change projects within a merger organisational environment
- Community engagement and development skills

7. 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.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		