



## Position Description

<b>Title:</b>	Manager Cultural Safety Training
<b>Unit:</b>	Education & Training Unit
<b>Salary:</b>	\$75 – \$85,000 per annum, plus superannuation VACCHO offers attractive salary packaging options
<b>Reports To:</b>	Director Education & Training Unit
<b>Employment Status:</b>	Ongoing  Aboriginal and/or Torres Strait Islander identified position
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

### Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### Unit Overview

VACCHO's Education and Training Unit (ETU) is responsible for maintaining VACCHO as a Registered Training Organisation.

ETU plays a key role in achieving the short and long-term goals of the VACCHO membership and the development of a highly skilled Aboriginal Health Workforce and Aboriginal Community Controlled Health sector in Victoria.

VACCHO's ETU commitment is to building on individual and community knowledge that values Aboriginal culture and contributes to community self-determination.

### Role Overview

The purpose of this role is to provide leadership in the sustainability, development, coordination and delivery of the Cultural Safety Training (CST) packages and services.

### Key Responsibilities

1. Ensure that Victorian Aboriginal cultural values, wisdom and knowledge is embedded into CST packages and services.

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2. Oversee and maintain the design, delivery, review and continuous improvement of CST packages, services learning materials and resources, including facilitation guides to meet a range of training and learning models and approaches.
3. Developing additional modules as required and identified to enhancing the core package to represent Victorian Aboriginal culture and society.
4. Management and collation of the CST evaluation framework and process.
5. Responding to sales enquiries and developing strong relationships with customers to acquire new business, ensure repeat business and build on current business.
6. Co-ordinating, organising and delivering of cultural safety training workshops with government, non-government organisations and agencies, Aboriginal Community Controlled Organisations (ACCO's) and mainstream organisations as required.
7. Manage CST Trainers, Administration staff and contractors for the timely and efficient delivery of CST packages.
8. Undertake other duties which are appropriate to the level of the position, as directed by the Director to meet ETU objectives.

### Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

### Key Selection Criteria

**This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.**

### Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Victorian Drivers Licence is required
- Travel within Victoria is a requirement of this role

### Key Selection Criteria

- Demonstrated understanding of, and commitment to Victorian Aboriginal culture and a commitment to the concept and practice of Aboriginal community control and self-determination.
- Demonstrated understanding of and ability to work with Aboriginal organisations, communities, and individuals.
- Demonstrated understanding of cultural awareness, cultural safety, cultural respect, sensitivity and respect of issues as it relates to Aboriginal communities and individuals
- Highly developed written and oral communication skills including the ability to write quality learning and development materials, reports, and correspondence.

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- Strong interpersonal, communications and relationship building skills to engage with a wide range of people including the ability to effectively manage group dynamics
- Ability to identify and solve problems and provide appropriate recommendations.
- Experience in managing and leading a team
- Ability to identify learning gaps and build capacity and professional development of direct reports
- Experience in, or willingness to learn, managing both Aboriginal and non-Aboriginal staff
- Experience in responding to sales enquiries and building and managing client relationships
- Self-motivated and proven ability to work independently as well as within a team, working collaboratively to achieve goals.
- Sound organisation and time management skills, including ability to plan and organise workload to ensure outcomes are achieved, prioritise multiple tasks and work to deadlines.

**Desirable**

- Experience in the co-ordination and facilitation of learning programs that meet participant and organisational needs.

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