

## POSITION DESCRIPTION

Aboriginal Health Manager

*This is an identified position*

### *Supporting Everyone to be healthy and live well*

#### **PURPOSE OF THE ROLE**

The Manager Aboriginal Health provides senior Aboriginal leadership to strengthen culturally safe care, improve health outcomes for Aboriginal and Torres Strait Islander people, and ensure Aboriginal perspectives are embedded across Echuca Regional Health (ERH).

The role leads the delivery and continuous improvement of Aboriginal health and cultural safety functions, including management of the Aboriginal Hospital Liaison Officer service, provision of high-level cultural advice, and support to the organisation to work respectfully, safely and effectively with Aboriginal communities.

Through strong leadership, partnership and advocacy, the position supports Aboriginal self-determination, builds organisational capability, and contributes to a health service that is responsive, accountable and inclusive in meeting the needs of Aboriginal patients, families and communities.

<b>Position Details</b>	
Position Title:	Aboriginal Health Manager
Department	Primary Mental Health
Reports to:	Director Primary Mental Health
Positions Reporting to this role:	Up to 2 FTE
FTE:	1.8
Budget:	\$500,000
Enterprise Agreement:	Health and Allied, Managers and Admin Workers EBA
Position Classification:	HS6
Position Description last reviewed:	March 2026

<b>Key Accountabilities</b>
Provide senior Aboriginal leadership and cultural governance across ERH, embedding self-determination in strategy, policy and service delivery.
Act as ERH's principal Aboriginal cultural advisor to the Executive, Board committees and senior leaders.
Lead and manage the Aboriginal Hospital Liaison Officer (AHLO) service, including workforce supervision, wellbeing, scope and prioritisation.
Ensure culturally safe, high-quality care for Aboriginal and Torres Strait Islander patients and families.
Provide expert advice and leadership in responding to racism, discrimination and culturally unsafe incidents or complaints.

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Support the implementation, compliance and reporting for Aboriginal Cultural Safety Fixed Grants, Reconciliation Action Plan and Aboriginal Employment Strategy commitments.
Build and maintain strong partnerships with Aboriginal communities, Elders, Traditional Owners and Aboriginal Community Controlled organisations.
Strengthen organisational cultural capability through advice, education and system improvement.
Contribute to strategic, operational and service planning with a strong Aboriginal health and equity lens.
Manage budgets, resources and funding related to Aboriginal health and cultural safety initiatives
Monitor, manage and report financial performance and activity ensuring accurate collection of data.
Monitor and manage staff performance and development as per ERH guidelines, including performance coaching, mentoring and conflict resolution.
Be responsible for recruitment, credentialing, and workforce development of all AHLO staff.

### Organisational Responsibilities

Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Maintains continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
All staff have a responsibility to uphold the organisation's Child Safety obligations, including compliance with the Child Safety Standards) ensuring the safety, wellbeing and rights of children are respected in all interactions and environment
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements



### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
<b>Collaboration</b> 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them

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<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

<b>Key Relationships</b>	
<b>Internal</b>	<b>External</b>
Executive Team and Board Committees	Aboriginal Community Controlled Health Organisations (ACCHOs)
ERH department heads	Local Aboriginal organisations, Elders and community members
Aboriginal Health Liaison Officers	Aboriginal health networks and forums
All ERH staff	

<b>Selection Criteria</b>
<b>Essential:</b>
Qualifications: Tertiary qualifications in health, community development, social sciences, management or related field.
Demonstrated senior leadership experience in Aboriginal health, community services or cultural governance.
Proven ability to provide cultural leadership within complex health or human service organisations.
Experience managing staff, supporting workforce wellbeing and navigating cultural load.
Strong understanding of Aboriginal cultural safety principles, self-determination, and community governance.
Demonstrated ability to engage effectively with Aboriginal communities and organisations.
High-level communication, negotiation, and advisory skills.
Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.
<b>Desirable:</b>
Experience working within public health services or government-funded programs.
Knowledge of accreditation standards and Aboriginal cultural safety funding requirements.





**\*\*This is an identified position for Aboriginal and Torres Strait Islander peoples**

*Limiting the filling of this position to Aboriginal and Torres Strait Islander candidates constitutes a special measure as it is to realise substantive equality for Aboriginal and Torres Strait Islander people in accordance with section 8(1) of the Racial Discrimination Act 1975 (Cth) and section 12 of the Equal Opportunity Act 2010 (Vic) and section 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).*

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<b>Leadership Capabilities</b>					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
✓ <b>PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL</b>					
<b>Category</b>	<b>Descriptors</b>	Foundation	Proficient	Advanced	Highly Advanced
	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
	Acts with integrity			✓	
	Demonstrates accountability		✓		
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation		✓		
	Accessible communicator			✓	
	Values difference		✓		
	Consistently articulates direction		✓		
	Empowers others		✓		
	Respectfully influences		✓		
	Delivers results			✓	
	Plans and prioritises		✓		
	Thinks and solves problems		✓		
	Consumer focus			✓	
	Innovation change leader		✓		

## TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File