



Position Description

Position Title	Aboriginal Cultural Engagement Officer
Position Number	30008568
Division	Quality and Risk
Department	Aboriginal Services, Diversity and Health Promotion
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Community Dev Worker C2B Y1 – Y7
Classification Code	XX7 – ON15
Reports to	Director
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Cultural Engagement Officer position will work across Bendigo Health to continue to improve the cultural awareness and capability of all employees, create a culturally safe working environment for Aboriginal and Torres Strait Islander staff and culturally responsive care for patients. This position will support the development of a Cultural Learning Framework for an organisational and individual approach of progression to enable culturally safe care and environments within Bendigo Health. The Framework will

include tailored cultural safety learning and training opportunities, and reflection circles to continue to build staff cultural learning and capacity.

This position aligns with the priorities in Korin Korin Balit-Djak, Victorian Aboriginal Cultural Safety Framework and Bendigo Health's Cultural Safety Operational Plan.

There is a Health Promotion element to this role 1 day per fortnight, to support the Health Promotion Manager to enable culturally appropriate health promotion resources to be sourced, developed and distributed within Bendigo Health and the Community.

Acknowledgement of Cultural Load

This position is reserved for people of Australian Aboriginal or Torres Strait Islander origin, therefore Bendigo Health acknowledges that this role has the potential to add to the often invisible Aboriginal-related Cultural workload that Aboriginal employee's experience.

To ensure that Aboriginal and Torres Strait Islander employees feel safe, supported and respected to call out on their cultural load, Bendigo Health provides ongoing education (including compulsory Aboriginal Cultural Awareness and Aboriginal and Torres Strait Islander Cultural Safety Training) to all employees, as well as having policies (e.g. Cultural & Ceremonial Leave Protocol) in place to ensure there is an organisation wide understanding of our shared history of colonisation that can lead to cultural load.

Responsibilities and Accountabilities

Key Responsibilities

- Responsible for developing and implementing a program to promote Aboriginal and Torres Strait Islander cultural competency and safety within Bendigo Health.
- Be involved in the planning, execution and presenting of Aboriginal Cultural Competency staff training and professional development opportunities within Bendigo Health.
- Work in positive partnerships with staff across Bendigo Health to contribute to a culturally safe environment.
- Provide advice around best practice in human relations and anti-discrimination and ensure organisational policies and procedure reflect current evidence.
- 1 day per fortnight work on distributing and promoting culturally appropriate Health Promotion activities and resource within Bendigo Health to staff, patients, clients and families.

Key Selection Criteria

Essential

Mandatory

1. Special Measure - This position is reserved for people of Australian Aboriginal and/or Torres Strait Islander origin. This action/activity constitutes a special measure under section 12 of the Equal Opportunity Act 2010.
2. Identify as Australian Aboriginal and/or Torres Strait Islander.
3. Must have a deep understanding of Aboriginal and Torres Strait Islander culture, society and kinship networks.

4. Relevant qualification in health, community development, education, community services, Aboriginal health or similar and/or relevant experience.

Personal Attributes, Skills and Attributes

5. Experience in engaging with staff and providing education on Aboriginal and Torres Strait Islander culture.
6. Be an approachable person who is positive, enthusiastic, friendly, and confident to interact with clinical and non-clinical staff, as well as internal and external stakeholders
7. Demonstrates a high level of personal acumen in navigating public service systems operating under significant time and resource pressures.
8. Experience in using Microsoft Office Suite and the ability to learn how to operate other software applications as needed.
9. Must be passionate and able to present information both written and verbal in an engaging and insightful way with the ability to adapt to differing settings and audiences.

Desirable

10. Experience in project development, management, monitoring, evaluation and reporting.
11. Ability to provide input into relevant Bendigo Health policies, guidelines and procedures to improve cultural safety within Bendigo Health.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these

requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.