

## Position Description

Position Title	Aboriginal Workforce Mentor
Position Number	30008971
Division	People and Culture
Department	Workforce Planning and Resourcing
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Grade 3
Classification Code	HS3-HS25
Reports to	Director Workforce Planning and Resourcing
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>National Police Record Check</li> <li>Immunisation Requirements</li> <li><b>Special Measure:</b> 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.</li> </ul>

## 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 Aboriginal Workforce Mentor will play a pivotal role in implementing the Aboriginal Employment Plan, with a strong focus on enhancing the recruitment, retention, induction, development and mentoring of Aboriginal and Torres Strait Islander staff.

This position is reserved for people of Australian Aboriginal or Torres Strait Islander origin, as a special **measure** under section 12 of the *Equal Opportunity Act 2010*.

## Responsibilities and Accountabilities

This position is dedicated to creating a culturally safe and supportive environment that fosters professional growth, builds capability, and supports long-term career pathways.

### Key Responsibilities

- Co-ordinate the implementation of Bendigo Health's Aboriginal Employment Plan in partnership with key stakeholders from across Bendigo Health.
- Liaise with local and regional educational institutions and entities to encourage Aboriginal and Torres Strait Islander students to pursue careers in health care.
- Build opportunities to increase the presence of Aboriginal and Torres Strait Islander People in roles across Bendigo Health including leadership positions.
- Engage with Aboriginal and Torres Strait Islander staff for mentoring and support, both culturally and professionally across Bendigo Health.
- Liaise with the community and community organisations to support and engage with First Nations peoples.

## Key Selection Criteria

### Essential

1. Identify as Aboriginal and/or Torres Strait Islander
2. Must have a deep understanding of Aboriginal and Torres Strait Islander culture and be able to convey knowledge to practice in a health service environment

### Desirable

1. Demonstrated experience working in a dynamic and ever-changing environment
2. Proven ability to improve other's skills and talents through mentoring, coaching and training
3. Develop and implement systems and procedures to guide work and track progress as it relates to the National Quality and Safety Health Service Standards for Aboriginal and Torres Strait Islander People
4. Produce highly developed written and verbal communications with an ability to adapt content style, messaging and tone to suit audience and objectives
5. Ability to provide input into relevant Bendigo Health policies, guidelines and procedures to improve cultural safety of the Aboriginal and Torres Strait Islander workforce.
6. Experience in capturing and using data to inform reports and proposals and drive innovation

7. Experience using Microsoft Office Suite with skill and quickly learn other relevant software applications.

## 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.*