

# Position Description

<b>Position Title:</b>	First Nations Employment Advisor
<b>Reports to:</b>	Director Workforce & Organisational Development
<b>Department:</b>	Workforce & Organisational Development
<b>Directorate:</b>	People, Development & Safety
<b>Cost centre:</b>	N3303
<b>Code &amp; classification:</b>	HS4
<b>Employment conditions:</b>	Health and Allied Services and Managers & Administrative Officers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021- 2025 and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

*This role is exempt under the Equal Opportunity Act 2010 (Vic) and is only open to Aboriginal and Torres Strait Islander's people.*

The Aboriginal Workforce Navigator plays an important supporting role in implementing the GV Health Aboriginal and Torres Strait Islander Health Workforce Plan. The focus of the GV Health Aboriginal and Torres Strait Islander Health Workforce Plan is to increase recruitment, retention and career pathways of Aboriginal and Torres Strait Islander staff across GV Health services.

The Aboriginal Workforce Navigator works within the Talent Acquisition team playing a critical role in promoting careers of Aboriginal and Torres Strait Islander people in the health care system, working collaboratively with GV Health Aboriginal and Torres Strait Islander Health Unit, Kaiela Institute, Rumbalara Football Netball Club, Greater Shepparton City Council, community groups, and GV Health's wider stakeholders. The Aboriginal Workforce Navigator provides wrap around support to new and existing staff who identify as Aboriginal and Torres Strait Islander.

This position is responsible for:

- Coordinating activities to increase Aboriginal and Torres Strait Islander workforce representation across GV Health
  - Supporting potential candidates to provide an inclusive and supportive employment and orientation experience for Aboriginal and Torres Strait Islander people
  - Designing and developing initiatives and programs to support the delivery of an Aboriginal and Torres Strait Islander Health recruitment and retention program
  - Developing partnerships with external agencies to further build understanding of employment opportunities including graduate and trainee programs
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## **RESPONSIBILITIES AND DUTIES**

**The following duties are inclusive of but not limited to**

- Support the implementation of the GV Health Aboriginal and Torres Strait Islander Workforce Plan taking the lead on certain activities and actions
- Support GV Health to increase Aboriginal and Torres Strait Islander Health workforce representation and opportunities across all Directorates
- Provide support to increase preparedness of potential applicants to ensure a culturally safe recruitment and onboarding process
- Work with GV Health's Workforce and Organisational Development Team to ensure best practice recruitment and employment practices
- Design and develop appropriate evaluation and measures so as to understand candidate and workforce experiences of Aboriginal and Torres Strait Islander Health workforce
- Provide ongoing support to Aboriginal and Torres Strait Islander employees to increase retention rates
- Build partnerships with local employment agencies and similar, to increase attraction of Aboriginal and Torres Strait Islander people to work at GV Health
- Support the actions of the Aboriginal Cultural Safety Framework
- Provide tailored support and training to managers and leaders in areas where there is Aboriginal and Torres Strait Islander Health workforce representation
- Work with other stakeholders and committees across GV Health including the Aboriginal and Torres Strait Islander Manager and Diversity, Equity & Inclusion Consultant
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health.
- Draft and provide reports incorporating metrics where required demonstrating progress against the Aboriginal and Torres Strait Islander Health Workforce Plan and other bespoke reports as needed.

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## **KEY SELECTION CRITERIA**

**Formal Qualification(s) and Required Registration(s):**

**Essential:**

- Understanding of Aboriginal culture, society and kinship networks, as well as the ability to communicate with, and be accepted by the local Aboriginal community
- Demonstrated ability to develop and maintain communication with professional networks with Aboriginal and mainstream services
- Demonstrated experience of developing and implementing initiatives and programs that support Aboriginal workforce representation
- Ability to communicate effectively, both written and orally, with a wide variety of people
- Sound organisational skills and an ability to prioritise activities and achieve identified goals
- Demonstrated experience of managing projects or initiatives that have supported cultural change within an organisation
- Evidence of full immunisation against COVID-19 and seasonal influenza where mandated
- Demonstrate an understanding of barriers to accessing employment for Aboriginal and Torres Strait Islander people

**Desirable:**

- Relevant qualification or equivalent in Human Resources, Employment Services or related field
- Experience working in Aboriginal Employment programs
- Project and Change Management experience

- Experience working in the public health sector, or employment industry
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## **KEY PERFORMANCE INDICATORS**

**Your performance will be measured through your successful:**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Development and maintaining of collaborative relationships with all other teams and professionals;
  - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - Develop culturally appropriate application pathways for Aboriginal and Torres Strait Islander people
  - Develop culturally appropriate career pathways for Aboriginal and Torres Strait Islander staff with support from other key management positions in GV Health
  - Develop and establish key partnerships with local employment agencies and appropriate Aboriginal organisations
  - Establish appropriate evaluation and measures so as to understand experiences of Aboriginal and Torres Strait Islander Health workforce and candidates' attendance and active participation at meetings as required
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## **AT GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;

- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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#### **ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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<b>People Development &amp; Safety</b>	<b>First Nations Employment Advisor</b>
<b>Reviewed by:</b>	Director Workforce & Organisational Development
<b>Issue Date:</b>	June 2025

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

**The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:**

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)