

POSITION DESCRIPTION

Position Title:	Cultural Liaison Coordinator [IDENTIFIED]		
Identified Position:	Identified positions at BYs are considered an equal opportunity special measure under section 105 of the Queensland Anti-Discrimination Act 1991. One referee should be an Aboriginal or Torres Strait Islander person who can attest to your background, knowledge, skills and experience as they relate to cultural capabilities.		
Program/Team:	People and Culture Team		
Employment Type & Hours:	Full Time 76 hours per fortnight		
Award Conditions:	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	Remuneration:	SACS Level 5
Working From:	Youth Support Centre, Fortitude Valley and/or other BYs offices		
Reporting Relationships:	Reports to the People & Culture Director		
Probation Period:	Six [6] months		
Primary Purpose of Position:	<p>To actively lead strategies delivering the BYs Reconciliation Action Plan [RAP] initiatives and measurable actions that support First Nations equality across our organisation.</p> <p>To proactively help develop and guide BYs's First Nations diversity and inclusion strategy and psychosocial wellbeing approaches including training, culturally supported supervision and career development. With an aim of sustaining employment of Aboriginal and Torres Strait Islander employees that support our First Nations workers to feel culturally safe and empowered to grow and thrive at BYs</p>		
In addition to submitting a resume or CV applicants must address the selection criteria [below] in their cover letter to be considered for shortlisting			
Selection Criteria:	<ol style="list-style-type: none"> 1. Demonstrated knowledge and understanding of the Aboriginal and Torres Strait Islander communities and relationships 2. Demonstrated understanding of practices, values, supports and strategies to address cultural equity 3. Ability to communicate effectively with a diverse workforce, support employee engagement and guide approaches for sustained employment 4. Ability to develop cultural safety and inclusion across organisational strategy, initiatives and practice 5. Strong relationship management, communication and writing skills, with the ability to advocate and engage others 6. Strong organisational and planning skills and the demonstrated ability to work independently and prioritise and manage competing demands 7. Understanding of and commitment to BYs vision, values, objectives and demonstrated experience working within a strengths-based and trauma informed practice framework 		

Education, Qualifications, Requirements [Mandatory]:	<ul style="list-style-type: none"> • Bachelor’s degree or equivalent • Current Queensland driver’s license • Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement • National Police Check clearance • Evidence of vaccination, immunity, or medical exemption for the following preventable diseases prior to commencement: Measles, Mumps, Rubella and Varicella [Chicken Pox]; Pertussis [Whooping Cough]; and COVID-19 • Three references, including most recent manager, if relevant
Skills & Experience:	<ul style="list-style-type: none"> • Previous First Nations strategic development experience • Ability to establish and maintain effective networks throughout local Aboriginal and Torres Strait Islander communities • An ability to motivate and contribute in a positive way to the health of an organisation • Proven experience in implementing and achieving organisation strategic plans
Personal Attributes:	<ul style="list-style-type: none"> • Personal drive and integrity and ability to stay calm under pressure • Consultative and collaborative working attitude • Flexible, initiative, inclusive, respectful, ethical, accountable • Commitment to a culture of learning and ongoing professional development
Role and Responsibility:	<ul style="list-style-type: none"> • Actively lead engagement strategies to deliver the BYS RAP initiatives and measurable actions that support First Nations equality across our organisation • Provide strategic advice to proactively attract First Nations employees and identify barriers that may impact sustained employment • Responsible for the deliverables under the First Nations workforce strategy, diversity and inclusion strategy, and provide advice on BYS policies, procedures and processes to ensure cultural sensitivity and specific cultural needs are included / addressed • Provide learning and support the delivery of appropriate training to embed culturally safe practices across the organisation • Provide advice and foster working relationships with staff to support the delivery of culturally sensitive services to First Nations young people • Chair and contribute to monthly RAP meetings • Build connections and collaborative relationships with internal and external First Nations staff, communities, and elders • Participate in future recruitment and induction for Identified roles • Advise on and promote cultural celebrations and events in the workplace, along with RAP committee members • Recommend and provide guidance on cultural learning strategies • Re-establish a peer support employee group for First Nations staff • Explore culturally safe supervision options/opportunities for First Nations staff that support engagement
People, Culture, Safety:	<ul style="list-style-type: none"> • Contribute to a culture of respect, optimism, accountability and resilience in line with organisational values • Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and outcomes for staff • Create a trusting, cohesive environment where people can express opinions and those opinions are heard

	<ul style="list-style-type: none"> • Model ethical behaviours in line with the BYS Code of Conduct and consistently apply ethical standards to self and others • Participate in quality practice reviews, all-staff days, organisational planning and identify and participate in training and professional development opportunities • Protect and promote the rights of children and young people, including making decisions compatible with the Human Rights Act 2019; and responding to and reporting suspicions and disclosures of abuse or harm • Ensure a healthy and safe workplace for all by adhering to BYS Work Health, Safety and Wellbeing Policy, Procedures and Practices
Administration:	<ul style="list-style-type: none"> • Undertake all administrative functions and financial accountability relating to the role and ensure accurate and timely records are created and maintained in accordance with relevant legislation and BYS policies • Submit timesheets and leave requests accurately and on time on a fortnightly basis, in accordance with relevant legislation and organisational policy and procedure • Collect and maintain accurate, timely client data and contribute to program-specific and organisation-wide monitoring, evaluation and learning activities • Undertake any other duties or tasks as required

The changing demands of BYS's organisation requires it to have reasonable flexibility in stipulating the duties that you will undertake from time to time. You will be required to perform any other duties for which you have the appropriate skill and/or training which are assigned to you by BYS, and these responsibilities do not limit what may be reasonably requested of an employee during the course of their employment. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfill this role in accordance with the key result areas outlined above.

Employee Name:		Signature:		Date:	
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