



## Position Description: - **General Manager, Cultural Support Services**

<b>Award:</b>	ACCHO	<b>Award Classification:</b>	
<b>Hours (Full-time/Part-time):</b>	F/T 38 hrs p/w	<b>Ongoing/Fixed Term/Casual:</b>	Fixed Term 2 years
<b>Reports To:</b>	Chief Executive Officer	<b>Direct Staff Reports:</b>	
<b>Department:</b>	Executive / Cultural Support Services	<b>Location:</b>	Bairnsdale
<b>Aboriginal / Torres Strait Islander (A/TI) Preferential Recruitment</b>	The Racial Discrimination Act 1975 (Cth) Section 8 Special Measures Clause, allows for preferential recruitment of Aboriginal and Torres Strait Islander applicants. GEGAC does seek to apply such Special Measures within the extent of the law.		

### ORGANISATIONAL PROFILE

GEGAC is an Aboriginal Community organisation based in Bairnsdale Victoria. Consisting of approximately 160 staff, GEGAC is a Not for Profit organisation that delivers holistic services in the areas of Primary Health, Social Services, Elders & Disability and Early Childhood Education.

### POSITION PURPOSE

Reporting to the CEO you will provide strategic direction and leadership to the Community Services portfolio which oversees the delivery of Bushfire Recovery Services, Elders and Disability Services, Early Years Services including Dala Yoroo Kindergarten Services and Boorai Early Years Services, and the Keeping Place.

### SPECIFIC KEY RESPONSIBILITIES

Key Responsibility	Key Activities
<b>Strategic Planning and Implementation</b>	Support the CEO in the delivery of services to the Aboriginal community of Gippsland and East Gippsland including key activities as directed by the CEO
	Develop and implement strategic plans and directions for the Cultural Support Services portfolio for the delivery of services to the Aboriginal community in a culturally appropriate and safe manner.
<b>Continuous Improvement</b>	Adopt and implement a continuous improvement approach, ensuring that all operations and activities of GEGAC comply with all legislative rules and regulations including but not limited to Occupational Health & Safety; Work cover; Employee Relations and Equal Opportunity, relevant Codes of Practice, funding guidelines, best practice frameworks and report to the CEO.
	Undertake projects and other activities to increase the capacity of GEGAC to provide services to the community including the review and development of relevant policies and procedures.
<b>Leadership and Relationship Management</b>	Build successful relationships, provide leadership and advice to program managers of the Cultural Support Services portfolio, ensuring programs remain effective and relevant in achieving community outcomes, operating within budget and meeting relevant regulations, legislation and funding requirements.
	Ensure the integrity of the operations and activities of GEGAC within the Cultural Support Services portfolio by developing and maintaining relationships with internal and external stakeholders including government departments at all levels, service providers and relevant industry bodies.
<b>Quality and Compliance</b>	Implement systems to ensure compliance with all applicable legislation, quality frameworks and funding bodies.
	Lead person-centred, quality and compliant services to improve the wellbeing of the community.
	Lead and manage change as required to support sustainability and growth of GEGAC Cultural Services.
<b>Financial Management</b>	Lead business and resource planning to deliver outcomes on time and within budget.



<b>General Responsibilities</b>
<b>This position is subject to the current organisational delegations document.</b>
Undertake all other tasks and activities that fall within the reasonable scope of being a GEGAC employee.
Follow all GEGAC policies and procedures. Undertake administrative tasks using correct forms and systems. That such activity is done in an effective manner.
Follow all quality standards and processes. Undertake all activities in a professional manner with ongoing demonstrable continuous improvement and Best Practice activity.
Undertake all work activities in a collaborative, respectful and team orientated manner.
Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and comply with all occupational health and safety (OHS) policies and procedures.
<b>Required to meet all GEGAC Child Safe standards.</b>
Comprehensively understand all other risks associated with this position and proactively undertake necessary risk management processes.
Continuously develop skills and contribute to organisational capacity building.
<b>Undertake all practices in an Aboriginality / Torres Strait Islander culturally sensitive manner.</b>

### KEY SELECTION CRITERIA

<b>Qualifications and Registrations</b>	<b>Requirement (Essential or Desirable).</b>
A person of Aboriginal / Torres Strait Islander background	<b>Essential</b>
Drivers Licence	<b>Essential</b>
Tertiary qualifications in Social Science, Community Development, Social Work or related discipline	<b>Desirable</b>
Minimum 3 years management experience in health or community / cultural care	<b>Desirable</b>

<b>Essential Selection Criteria</b>
Demonstrated capability to meet the key responsibilities of this position.
Extensive knowledge of issues impacting on Aboriginal and Torres Strait Islander people with a passion for working within an Aboriginal and Torres Strait Islander environment.
Ability to work collaboratively with a range of stakeholders including peers, employees, external organisations, funding bodies and government agencies.
Senior level or management experience in a not for profit community organisation with a strong track record in leading person-centred, quality and compliant services to improve community health and well-being
Senior level or management experience in a not for profit community organisation with a strong track record in leading person-centred, quality and compliant services to improve cultural strength and connectedness
Awareness and recognition of Aboriginal culture
A hard worker who can demonstrate a history of success.



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### PRE-EXISTING ILLNESS OR INJURY

You will need to disclose any pre-existing illness or injury you know about which could reasonably be foreseen to be affected by the activities in this Position Description.

### PERFORMANCE REVIEW:

This position is subject to a standard **six (6)** month Probationary Period. Thereafter the appointee will be subject to the standard GEGAC Performance Development Program.

### PRIVACY STATEMENT:

It is the responsibility of all staff to ensure privacy of personal information by following GEGAC privacy and security procedures in relation to any personal information accessed during the course of duties.

### COMPLIANCE CHECKS: Tick as required

- All nominal appointees are required to undertake a **Police Check** and be approved **prior** to commencement
- All nominal appointees are required to have valid **Working with Children's Check (WWC)** certification **prior** to commencement
- All nominal appointees are required to complete a deemed statutory declaration **prior** to commencement
- All nominal appointees must be eligible to be on the DHS Carers Register **prior** to commencement
- **Aged Care Act " Key Personnel Position:**All nominal appointees are required to complete a Bankruptcy check and be approved **prior** to commencement
- All nominal appointees are required to meet the **deemed** GEGAC Child Safe Standards requirements
- All nominal appointees are required to have Australian Health Practitioner Regulation Agency (AHPRA) registration **prior** to commencement
- All nominal appointees are required to meet (specify) \_\_\_\_\_ requirements **prior** to commencement

**The position holder is required to be compliant with the marked above at the time of commencement and throughout their tenure. The responsibility for having valid accreditation at all times lies with the position holder. It may be that during tenure additional accreditation is required and this must be met.**

### Position Description Approved by Manager

Name :  Signature:	Date Approved:	
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### DECLARATION:

I (Staff Member Name) \_\_\_\_\_, declare that I have read and understood this position description and agree to abide by its requirements and principles

Employee Signature:	Date:	
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