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**POSITION DESCRIPTION**

Cultural Safety Co-Ordinator

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| **Position** | Cultural Safety Co-Ordinator |
| **Classification** | AIDA Level 5 |
| **Date** | August 2022 |
| **Responsible to** | Executive Manager – Membership and Programs |

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| **Australian Indigenous Doctors’ Association** |

The Australian Indigenous Doctors’ Association (AIDA) is the national body representing Aboriginal and Torres Strait Islander doctors and medical students, focused on equitable health and life outcomes for Indigenous people. We do this by working towards reaching population parity of Indigenous medical students and doctors; and supporting a culturally safe healthcare system.

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| **Summary of role** |

The Cultural Safety Co-Ordinator is responsible for coordinating the development and delivery of AIDA’s cultural safety program.

The following key duties are intended to describe the general nature and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

In accordance with principles of workplace diversity, workplace participation, safe working environment and the empowerment of Aboriginal and Torres Strait Islander people, you will undertake the following tasks either individually or as a member of a team.

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| **Key Duties** |

1. Co-ordinate the successful delivery of AIDA’s Cultural Safety Program including online learning and face to face workshops, including;
   1. Ensure the effective and efficient delivery of face to face workshops across Australia
   2. Liaise with workshop facilitators to ensure quality delivery of products and to debrief and support facilitators and staff as required
   3. Oversee program logistics such as venue, refreshments, A/V requirements, travel for program facilitators, provision of program resources and materials, and provide clear direction to admin and other support team members
   4. Liaise with medical colleges and other key stakeholders in terms of program content and delivery.
   5. Liaise with finance team in terms of program income.
   6. Support governance and accreditation activities
   7. Play a key role in developing new Cultural Safety products – for example hybrid online/in-person product(s)
   8. Manage product content reviews and quality improvement activities drawing on feedback
   9. Provide reporting and briefings, preparation of papers and presentations

2. Demonstrate a sound understanding of current and historical issues affecting Aboriginal and Torres Strait Islander Peoples

3. Communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples

4. Other duties within your capabilities as directed

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| **Selection Criteria** |

***Skills and Experience***

Essential

* Demonstrated awareness of the importance of cultural safety, preferably within the context of the health or education systems.
* Ability to manage multiple tasks and adapt to changing work priorities in order to deliver quality outcomes within short timeframes and with minimal supervision
* Hi level of communication capabilities across a wide range of stakeholders, including:
  + Workshop facilitators and participants – evidenced by smooth operation of events including evaluation and collection of feedback
  + Colleges, universities, and corporate organisations – evidenced by development and delivery of marketing information (including online) and efficient sales processes
* Experience in marketing and delivering training programs and/or workshops
* Ability to use initiative and problem solving to achieve results in accordance with practices and policies
* Competency in Microsoft Office, online e-eLearning systems, online booking systems and other software used to deliver programs, or an ability to learn systems quickly and effectively
* High level attention to detail
* Ability to work cooperatively and flexibly to fulfil individual and team performance goals

Desirable

* Experience in the development of training programs, including online and face to face or hybrid models

***Personal Attributes***

* Culturally aware, inclusive in approach and respectful of all others at all times
* Calm and highly organised, who has a structured yet flexible working style and is adept at reprioritising workflows in order to meet tight deadlines in a fast-paced environment
* Commitment to actively nurture collaborative working relationships, and has the initiative and drive to improve workplace processes
* Exceptional standards of personal integrity and who ensures that sensitive matters are handled discreetly and diplomatically
* Effective communicator, including written and verbal, and with both individuals and groups.
* Strategic thinker, able to make connections and plan for the future
* Demonstrated ability to work with minimal guidance
* Flexible and adaptive team player