



headspace

National Youth Mental Health Foundation

Level 2, South Tower

485 La Trobe Street, Melbourne VIC 3000

Tel +61 3 9027 0100 Fax +61 3 9027 0199

headspace.org.au

Position Description

Workforce Engagement Advisor - Cultural Practice and Diversity

Location:	headspace National Office
Department:	Cultural Practice and Diversity Team - headspace Services
Level:	HS5
Employment Type:	Maximum Term, Full time
Approved By:	<u>Julia Smith</u>
Date Approved:	_____
Agreed By:	_____
Date Agreed:	_____

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. HEADSPACE VALUES

At **headspace**, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all **headspace** employees are expected to undertake their work in accordance with the **headspace** values as follows:



- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people
- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high quality services

4. POSITION SUMMARY

The Workforce Engagement Advisor will take a lead role in the development and coordination of **headspace** workforce initiatives relating to Aboriginal and Torres Strait Islander staff employment, engagement, youth participation and cultural capacity building.

The Workforce Engagement Advisor will lead the strategic and operational functions of the Aboriginal and Torres Strait Islander Youth Mental Health Traineeship Program, a key **headspace** initiative. In addition, the Workforce Engagement Advisor will work collaboratively with a range of stakeholders including internal **headspace** National (hN) staff and external stakeholders such as **headspace** Centres, Lead Agencies, Primary Health Networks (PHN's), national and state based organisations to:

- Strengthen the cultural capability of the **headspace** network
- Increase employment opportunities for Aboriginal and Torres Strait Islander people at **headspace**
- Create a sustainable Aboriginal and Torres Strait Islander and culturally diverse **headspace** workforce
- Improve support and engagement of the Aboriginal and Torres Strait Islander workforce; and
- Maximize outcomes for Aboriginal and Torres Strait Islander young people.

5. POSITION CONTEXT

As a member of the Cultural Practice and Diversity team, the Workforce Engagement Advisor will report directly to the Manager Cultural Practice and Diversity and will effectively contribute to the development of the cultural capability of **headspace**.

The primary role and function of the Cultural Practice and Diversity Team is to advocate for the needs of Aboriginal and Torres Strait Islander young people and communities within the **headspace** context and strengthen the cultural capacity of the **headspace** network, through the provision of expert advice and the implementation of culturally informed initiatives that aim to improve the delivery of **headspace** services and programs to Aboriginal and Torres Strait Islander young people.

It is an operational requirement that this position is occupied by an Aboriginal and/or Torres Strait Islander person.

6. KEY RESPONSIBILITIES/OUTCOMES

Specific responsibilities for the Workforce Engagement Advisor are detailed below:



Workforce Initiatives and Stakeholder Engagement

- Lead the development, coordination and evaluation of the Aboriginal and Torres Strait Islander Youth Mental Health Traineeship Program.
- Provide mentoring and guidance to trainees where required.
- Oversee the engagement and coordination of the **headspace** Aboriginal and Torres Strait Islander centre staff network.
- Provide orientation on the Aboriginal and Torres Strait Islander initiatives across **headspace** to the Aboriginal and Torres Strait Islander workforce.
- Maintain stakeholder databases.
- Liaise with relevant state and national organisations to identify broader opportunities for collaboration across **headspace** programs and workforce initiatives.

Support, Policy and Advocacy

- Provide leadership and support to **headspace** centres, Lead Agencies and Primary Health Networks to increase traineeship opportunities for Aboriginal and Torres Strait Islander young people across the **headspace** network.
- Provide consultancy on Aboriginal and Torres Strait Islander workforce matters.
- Develop resources and initiatives that promote Aboriginal and Torres Strait Islander workforce policy and planning, recruitment, training and development, staff support and management.
- Support and develop initiatives and resources that assist all staff in understanding Aboriginal and Torres Strait Islander cultural issues, in the context of delivering quality mental health and wellbeing services to Aboriginal and Torres Strait Islander young people and their families.
- Work collaboratively with a range of stakeholders to develop the cultural capability of the **headspace** workforce to ensure that **headspace** is a culturally safe and welcoming place to work.

Strategy and Business Development

- Participate in strategic planning activities for headspace National.
- Share new opportunities for expansion and funding to support the work of both headspace National and headspace centres with regards to Aboriginal and Torres Strait Islander youth participation and employment.
- Provide input into the development, implementation and monitoring of the **headspace** Reconciliation Action Plan.
- Participate in development of tenders.
- Develop and monitor budgets and contracts as required.

General Responsibilities

- Develop and produce work plans, project plans and reports as required.
- Deliver presentations as required, including resourcing and supporting the Aboriginal and Torres Strait Islander Staff Network.
- Participate in the development of Aboriginal and Torres Strait Islander youth participation and engagement frameworks, and provide input into policy development that enhances the social inclusion of young people.
- Undertake interstate travel and other duties consistent with the position where required and/or requested by the Manger Cultural Practice and Diversity, Executive Director of **headspace** Services and Executive.

People and Culture

Actively contribute to the **headspace** culture and engagement of **headspace** staff including:



- Create and maintain a responsive and respectful workplace culture that integrates the **headspace** values.
- Understand what is required of you and participate in development plans participate in professional growth and development opportunities.

7. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

7.1 Essential

- It is an operational requirement that this position is occupied by an Aboriginal and/or Torres Strait Islander person.
- Relevant tertiary qualifications or comparable experience in a health or employment related area (such as Aboriginal and Torres Strait Islander Health or Mental Health, Social Work, Human Services, Human Resources, Psychology, Social Science ect)
- Demonstrated experience in the development and delivery of Aboriginal and Torres Strait Islander employment and development policies, initiatives or programs.
- Understanding of Aboriginal and Torres Strait Islander young people's mental health, wellbeing and employment needs.
- A high level of understanding of how Government and social policies are developed and enacted, including how funding is obtained across sectors.
- Exceptional leadership, organisation, planning and program/project management skills at both strategic and operational levels.
- Capacity to assess and manage risk, problem solve and negotiate successful outcomes.
- Demonstrated experience building relationships and strategic partnerships with government, non-government and community partners, utilising exceptional communication and interpersonal skills.
- Ability to work effectively as part of a team as well as autonomously.

7.2 Desirable

- Experience working in a primary health care and/or mental health setting.
- Previous experience in a Youth, Community or Not-for-Profit work environment.
- Understanding of the mental health service system in Australia, and delivery of mental health services through primary care, specialist mental health service providers and non-government agencies.

8. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Be cognisant with and uphold the objectives and philosophy of **headspace**.
- Act collaboratively with all colleagues.
- Act in a safe and responsible manner at all times.

