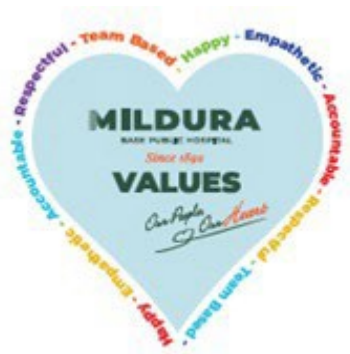


## POSITION DESCRIPTION

|                             |                                                                                                                                                              |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position:</b>            | Director of First Nations Health                                                                                                                             |
| <b>Directorate</b>          | Clinical Operations and Chief Nursing and Midwifery Officer                                                                                                  |
| <b>Division:</b>            | Aboriginal Health                                                                                                                                            |
| <b>Business Unit:</b>       | Aboriginal Health Unit                                                                                                                                       |
| <b>Enterprise Agreement</b> | Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement                   |
| <b>Reports to:</b>          | Executive Director Clinical Operations and Chief Nursing and Midwifery Officer                                                                               |
| <b>Special Condition</b>    | This position is exempt under the Special Measures Provision, Section 12 (1) of the Equal Opportunity Act and Indigenous Australian's are eligible to apply. |



## MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

## VISION

Mildura Base Public Hospital – providing exceptional care.

## PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

## VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to page 5 of this document.

## INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

## STRATEGIC OBJECTIVES



## POSITION SUMMARY

The Director of First Nations Health provides strategic and operational leadership to embed First Nations cultural safety across all areas of Mildura Base Public Hospital (MBPH). Reporting and working collaboratively with the Executive Director Clinical Operations / Chief Nursing and Midwifery Officer and broader leadership teams, the Director will influence hospital policy, service delivery and design, workforce capability, and patient experience to ensure culturally safe care for First Nations patients, families, and communities.

The role ensures alignment with the *Improving Care for Aboriginal Patients (ICAP)* guidelines, *Korin Korin Balit-Djak*, *Closing the Gap* priority reforms, *National Safety and Quality Health Service (NSQHS) Standards*, and the *MBPH Reconciliation Action Plan (RAP)*.

## KEY RESPONSIBILITIES AND DUTIES

The Director of First Nations Health will be required to:

- Ensure the MBPH Executive and their nominated managers are appropriately advised on First Nations Health matters.
- Develop and grow First Nations Support Services within MBPH to meet the needs of the local and regional First Nations community in alignment with the Closing the Gap national strategy.
- Partner with clinical, corporate, and operational leaders to integrate First Nations health and cultural safety principles into models of care, policies, and workforce practices.
- Support the implementation of culturally safe and responsive clinical practices to improve access, experience, and outcomes for First Nations consumers.
- Provide advice and input into service planning, program design, and evaluation to ensure First Nations perspectives are embedded across MBPH services.
- Monitor, review and action where required, performance indicators for Aboriginal Health – cultural safety nominated by the Department of Health Statement of Priorities.
- Lead the implementation of the MBPH RAP to enhance the understanding and adoption of First Nations cultural practices within MBPH systems, processes, and practices to create a culturally safe environment.
- Develop, implement and report on the MBPH Cultural Safety Plan and Aboriginal Employment Plan.

- Provide high level strategic and cultural guidance and support to the Aboriginal Health Unit (AHU), including mentoring and capability building within the team.
- Encourage and support leaders and staff participation in culturally safe practices and build organisational cultural capability through education and ongoing engagement.
- Maintain and develop existing positive relationships with Traditional Owners, Elders, stakeholders, service providers, and community members throughout the region.
- Work collaboratively with Aboriginal Community Controlled Health Organisations (ACCHOs), community leaders and regional partners to strengthen coordination of care and continuity for First Nations patients.
- Lead activities within MBPH that align with the MBPH RAP, ICAP guidelines, and NSQHS Standards for the First Nations community.
- Develop mechanisms to monitor, evaluate and report on cultural safety performance indicators and patient outcomes, consistent with MBPH's governance framework and Department of Health reporting.
- Contribute to initiatives that grow and support a sustainable First Nations workforce, including recruitment, retention, career development, and leadership pathways.
- Promote First Nations data sovereignty and ensure data collection, management, and reporting respect cultural and community governance principles.
- Actively participate in the effective business planning, development, and reporting requirements of the organisation with high quality and insightful written and verbal reports.
- Provide quarterly progress reports to the Executive Director Clinical Operations / Chief Nursing and Midwifery Officer on RAP, ICAP, and Cultural Safety Plan implementation.
- Work independently and as part of a team in pursuit of a defined vision of improvement and positive outcomes.
- Coordinate the MBPH First Nations Advisory Committee.
- Represent MBPH at relevant local, regional, and state-wide First Nations forums.
- Ensure information is managed in line with organisational, clinical, and discipline standards.
- Demonstrate a commitment to, and a responsibility for individual professional development.

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHS Standards.

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

- Be of First Nations descent.
- Comprehensive knowledge and understanding of First Nations culture, society, kinship networks, and community needs, particularly as they relate to health and wellbeing in a regional and rural context.
- Demonstrated ability to lead, influence, and embed cultural safety and First Nations health priorities across a complex public health service environment.

- Proven experience in developing, implementing, and evaluating programs, strategies, or initiatives that improve health outcomes for First Nations communities.
- Demonstrated success in building and maintaining effective partnerships with Traditional Owners, Elders, ACCHOs, and key community stakeholders.
- Strong understanding of the Victorian and national policy environment relating to Aboriginal health and wellbeing, including *Korin Korin Balit-Djak*, *ICAP*, *Closing the Gap*, and the *NSQHS Standards*.
- Ability to influence and collaborate with clinical, operational, and corporate leaders to integrate cultural safety and First Nations perspectives into service delivery, workforce planning, and organisational development.
- Experience leading teams and developing staff capability through mentoring, coaching, and professional development, fostering a culturally safe and inclusive workplace.
- High-level written and verbal communication skills, including the ability to produce clear, culturally sensitive reports, policies, and recommendations for executive and Board audiences.
- Demonstrated capacity to analyse and use data and evidence to inform decision-making, track outcomes, and report progress on cultural safety and First Nations health indicators.
- Strong organisational and project management skills, with the ability to manage competing priorities, deliver within timeframes, and adapt to a dynamic health service environment.
- Proficient in the use of Microsoft Office and other relevant software applications, with the ability to learn and apply new systems quickly.

#### **Qualifications / Certificates**

- Relevant bachelor level degree in Social Work, Public Health, Aboriginal or Indigenous studies, Education, Health Sciences, Nursing or Allied Health.
- Alternate degree with experience leading a team in an evolving mainstream environment to enable cultural understanding for the safety of First Nations people.

## **MANDATORY REQUIREMENTS**

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

**Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

**Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

**ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# MILDURA OUR VALUES AND BEHAVIOURS

BASE PUBLIC HOSPITAL



## Happy WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understand the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds - gender/age/sex/abilities/accs/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

### LANGUAGE WE USE

- "I choose..."
- "I care..."
- "I prefer..."
- "I will..."
- "I can..."
- "Can we explore that more so I can understand it better?"
- "We will...US...we can..."
- "Is there a better way to do this?"

### LANGUAGE WE DON'T USE

- "I have to..."
- "I must..."
- "If only..."
- "Ah well, that is because of XYZ..."
- "Our processes do not let us do it"
- "Things have always been done this way"
- "Them and us"

### THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

