

# Position description

Position title:	Cultural Educator
Date of last revision:	March 2020

## 1. Purpose

The Cultural Educator will provide region wide support for the training of GP registrars in Aboriginal health by implementing key priority areas defined in the GP Synergy Aboriginal Health Strategic Plan and will plan, develop and implement strategies that support GP Registrar training in Aboriginal Community Controlled Community Health Services (ACCHSs) in NSW and ACT.

The position will work to an agreed work plan established primarily around the GP Synergy Aboriginal and Torres Strait Islander Health Strategic plan with the Aboriginal and Torres Strait Islander Cultural Education Unit Manager. The Aboriginal and Torres Strait Islander Cultural Education Unit meet regularly via teleconference and face to face. The Aboriginal and Torres Strait Islander Cultural Education Unit are responsible for the delivery of the priorities listed within the GP Synergy Aboriginal Torres Strait Islander Health Strategic plan as well as to review progress against the agreed work plan.

The position will consult, liaise and negotiate with key stakeholders of GP Synergy and in the ACCHS sector this may include CEOs and or staff (clinical and management). The Cultural Educator will represent the interests of GP Synergy and advocate in forums and committees at state and national levels. This may include representing GP Synergy on committees related to GP training and recruitment and consult with agencies associated with the provision of these services (and related services) in NSW and ACT.

As this is an Aboriginal and/or Torres Strait Islander identified position, it is essential for the incumbent identify as such.

## 2. Essential duties and responsibilities

Essential duties and responsibilities include the following, other duties may apply:

### 2.1 Consult, liaise and negotiate with key stakeholders with GP Synergy and provide region wide support including

- a) medical educators to develop Aboriginal health training and cultural activities for GP Registrars and staff
- b) local ACCHS and identify Cultural Mentors and provide ongoing support around resource development and collaborative projects to maximise the cultural support for GP Registrars
- c) forums around the implementation and progress of the priorities of the GP Synergy Aboriginal Strategic Plan regionally
- d) advice and support for resources, as the key contact person to GP Registrars around Aboriginal health at the local, regional, state and national levels.

### 2.2 Provide high level project development in the design & delivery by

- a) developing and delivering Cultural Awareness and Safety training in Aboriginal health contexts
- b) participating in a range of activities to promote Aboriginal and Torres Strait Islander Health Training to ACCHS, RTPs, registrars, medical students and other individuals and groups as appropriate

UNCLASSIFIED

- c) promoting and marketing of GP Synergy Aboriginal Cultural Education Unit and the effective relationship between GP Synergy and NSW and ACT ACCHSs relating to GP Registrar training in Aboriginal Health Training Posts
- d) representing GP Synergy on relevant stakeholder committees, forums and meetings
- e) attending and actively participating in GP Synergy and GP Synergy Aboriginal and Torres Strait Islander Cultural Education Unit meetings and planning days.

### 2.3 Complete tasks and reporting in accordance with set timeframes and communicate effectively within the team around progress, issues/barriers and support.

## 3. Task specification

Task name	% Total work
Consult, liaise and negotiate with key stakeholders with GP Synergy and provide region wide support	20%
Provide high level project development in the design & delivery by participating in a range of activities to promote Aboriginal and Torres Strait Islander Health Training to ACCHS, RTPs, registrars, medical students and other individuals and groups as appropriate	40%
Complete tasks and reporting in accordance set timeframes and communicate effectively within the team around progress, issues/barriers and support	40%
<b>TOTAL</b>	<b>100%</b>

## 4. Distinguishing factors and competencies

### 4.1 Skills and other attributes

Area	Description	Competency level required
<b>Skills</b>		
Computing	High level office computing skills including MS Office applications:	
	• MS Word	Very high
	• MS Excel	Medium
	• MS Outlook	High
	• MS PowerPoint	High
	• Adobe	Medium
	• Database	Medium
Communication	Written and verbal communication skills	Very high
	Interpersonal skills	Very high
	External customer service skills	Very high
Customer service	Internal customer service skills	Very high
	Time management - ability to handle multiple tasks simultaneously	High
Coordination	Organisational and planning skills and the ability to plan and prioritise work to meet deadlines	High
	Demonstrates attention to detail, accuracy and thoroughness in work produced	Very high

UNCLASSIFIED

	Problem solving skills	High
	Document and electronic filing systems	High
	Project management	Medium
Analytical	Synthesises complex or diverse information	Medium
<b>Attitude and recommended characteristics</b>		
Attitude and recommended characteristics	Propensity towards internal and external customer service	Very high
	Propensity towards being organised	Very high
	Works well in a team environment	Very high
	Propensity towards multidisciplinary task role and is flexible	Very high
	Keeps focussed and organised under 'reasonable' pressure	Very high
	Reacts well under 'reasonable' pressure	High
	Demonstrates respect for internal and external stakeholders and upholds organisational values	Very high
	Maintains professionalism and a positive and courteous manner	Very high
	Demonstrates sound work ethic	Very high
	Is reliable and dependable	Very high
	Undertakes and participates in self-development activities	High
	Exhibits an affirmative approach to the requirements of the role and organisational activity	High
	Takes pride in presentation, quality and efficiency of work	Very high
<b>Complexity</b>		
Complexity	Requires a high degree of customer service and organisational skills	Very high
	Performs a variety of tasks in a multidisciplinary environment	High
	Requires high level degree of judgment to perform a variety of job tasks that involve reference to multiple sets of standards and policies and confidentiality requirements	Very high
	Ability to cope with competing priorities and resources	High
<b>Supervision</b>		
Supervision	Requires the ability to be self-directed and work in a team setting	Very high
	Has the ability to work unsupervised	Very high
<b>Safety and security</b>		
Safety and security	Observes safety and security procedures	High
	Observes the requirements under the Information Security Management System Charter and specific responsibilities	High
	Determines appropriate action when responding to safety and security matters	High

## 4.2 Knowledge

Requires knowledge of community, traditional, contemporary cultural protocols, with sound knowledge of Aboriginal and Torres Strait Islander History.

Demonstrated experience in the design and delivery of Cultural Awareness Training and demonstrated skills and experience in cross cultural facilitation. Demonstrated understanding of Aboriginal Community Controlled Health sector and the environment where registrars work.

## 4.3 Working conditions

- Performing multidisciplinary job functions in a relatively stable work environment
- Occasional disagreeable elements such as managing the co-ordination of competing tasks and priorities
- Occasional travel including overnight travel.

## 4.4 Physical demands

- Requires medium work demands of an office environment.

## 4.5 Communicates with

- Management
- Medical educators
- Senior staff
- General staff
- Registrars, supervisors and practice staff
- External and internal clients and suppliers including external users of the premises
- Other industry stakeholders.

## 4.6 Scope of authority

Reports directly to the Aboriginal and Torres Strait Islander Cultural Education Unit Manager under the matrix reporting structure.

# 5. Qualifications

## 5.1 Education

- Tertiary qualifications with extensive experience in a related role.

## 5.2 Experience

- Must be an Aboriginal and Torres Strait Islander person with a well-developed sense of personal responsibility, and grounded cultural identity
- Understanding and knowledge of community, traditional, contemporary cultural protocols with sound knowledge of Aboriginal and Torres Strait Islander History
- Demonstrated experience in the design and delivery of Cultural Awareness and Safety Training and demonstrated skills and experience in cross cultural facilitation
- Demonstrated understanding of Aboriginal Community Controlled Health sector and the working environment for a GP Registrar

Desirable:

- Ability to apply project management principles for the development, implementation monitoring and review of work plans based on the GP Synergy Aboriginal Health Strategic Plan.
- Knowledge of, or the ability to rapidly acquire knowledge of, the requirements of GPs and GP Registrars training in NSW and ACT.

### 5.3 Other qualifications/licences

- A current unrestricted driver's license and capacity to undertake travel including to rural, remote and regional communities (with own vehicle desirable).

## 6. Document Information

### 6.1 Source documents and cross references

GP Synergy Policies, Procedures and Employment Contract

### 6.2 Revision history

The following table shows the changes that have been made to this document.

Reviewer	Date	Comments
DG	June 2016	Developed
ADMIN	July 2017	Update to Safety and Security
ADMIN	August 2018	Logo and format update
AP & ND	March 2020	Review update