

Year	AGS	Name	Actual Branch	Actual Section	Actual Classification	Employee Sub Group	Type of Employment
30 Jun 2015	s47E(c), s47F		Pcpd Corporate Communication Br	Pcpd Cc Internal Comm And Creative Sn	EL 1	Part Time	No records available in TRIM and eRecruit
30 Jun 2015			Pcpd Corporate Communication Br	Pcpd Cc Internal Comm And Creative Sn	APS 6	Full Time	No records available in TRIM and eRecruit
30 Jun 2018			Pcpd People Br	Pcpd Pb Leadership Learning An	EL 1	Full Time	Aboriginal and Torres Strait Islander Workforce Officer (Source: eRecruit)
30 Jun 2018			Pcpd People Br	Pcpd Pb Leadership Learning And Dev Sn	APS 6	Full Time	No records available in TRIM and eRecruit
30 Jun 2022			Pcpd People Br	Pcpd Pb Recruit And Entry Lvl Prog Sn	EL 1	Full Time	ILO or equiv. (Source: eRecruit)
30 Jun 2022			Pcpd People Br	Pcpd Pb Recruit And Entry Lvl Prog Sn	APS 6	Full Time	ILO or equiv. (Source: eRecruit)
30 Jun 2023			Pcpd People Br	Pcpd Pb Recruit And Entry Lvl Prog Sn	EL 1	Full Time	ILO or equiv. (Source: eRecruit)
30 Jun 2023			Pcpd People Br	Pcpd Pb Recruit And Entry Lvl Prog Sn	APS 5	Full Time	No records available in TRIM and eRecruit
30 Jun 2023			Pcpd People Br	Pcpd Pb Recruit And Entry Lvl Prog Sn	EL 1	Full Time	Diversity Officer (Source: eRecruit)
30 Jun 2024			Pcpd People Br	Pcpd Pb Inclusion Sn	EL 1	Full Time	ILO or equiv. (Source: eRecruit)
30 Jun 2024			Pcpd People Br	Pcpd Pb Inclusion Sn	APS 6	Full Time	ILO or equiv. (Source: eRecruit)
30 Jun 2024			Pcpd People Br	Pcpd Pb Inclusion Sn	EL 1	Full Time	ILO or equiv. (Source: eRecruit)
As at 16 May 2025			Pcpd People Br	Pcpd Pb Inclusion Sn	EL 1	Full Time	ILO or equiv. (Source: eRecruit)
As at 16 May 2			Pcpd People Br	Pcpd Pb Inclusion Sn	APS 6	Full Time	ILO or equiv. (Source: Aboriginal and Torres Strait Islander workforce Intranet Page). No records available in TRIM and

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Headcount (EOP) - Indigenous	51	64	107	122	123	102	103	117	151	141
% Indigenous - Department	1.90%	1.80%	2.10%	2.60%	2.70%	2.40%	2.40%	2.50%	2.70%	2.40%

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2024	As of 16 May
163	165
2.30%	2.20%

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Australian Government

**Department of Health
and Aged Care**

Applicant Kit

Job Reference Number



Job Reference Number	24-PCPDIV-24536
Classification	Executive Level 1
Job Title	Assistant Director, People Branch – Several Positions (Affirmative Measures Indigenous)
Division	People, Communication and Parliamentary Division
Branch	People Branch
Section	Indigenous, Inclusion & Diversity Section
Location	Canberra ACT (Ngunawal Country), Melbourne VIC (Naarm), Brisbane QLD (Meanjin)
Status	Ongoing & Non-ongoing
Employment type	Full-time & Part time
Salary Range	\$116,418 - \$132,777 per annum
Security Clearance	Baseline (Protected, Highly Protected, Restricted, Confidential)
Contact Officer	Name: s47E(c), s47F Email: s47E(c), s47F @health.gov.au

Anticipated timeline for Recruitment*

Milestone	Date(s)
Applications open	Thursday, 23 May 2024
Applications close	Friday, 7 June 2024
Application shortlisting	Week of 10 June
Interviews	Week of 24 June
Reference checks	TBC
Selection report finalisation	Early July 2024
Offers and announcements	As soon as possible following completion

**The above timeline is indicative only, and subject to change without notice dependent on total number of applications received*

Key Responsibilities

There are two Affirmative Measures Indigenous roles currently available in the Indigenous, Inclusion & Diversity Section, and the possibility of additional HR Generalist roles in the near future (you will have 3 role options when applying):

Assistant Director - Reconciliation Action Plan (RAP)

The Reconciliation Action Plan (RAP) Assistant Director plays a crucial role in advancing reconciliation within the Department of Health and Aged Care (the department) and contributing to advancing organisational cultural growth. Duties include, but are not limited to:

- Lead the development, implementation, and evaluation of Health's Stretch RAP.
- Manage a small team, providing guidance and support to ensure best work practices.
- Cultivate strong relationships both internally and external to the Department.
- Being accountable for milestones and key deliverables as part of this unique and exciting project.
- Establish mechanisms to monitor the progress and impact of the RAP, regularly evaluating outcomes and identifying areas for improvement.
- Prepare regular reports and updates on the status of the RAP implementation, highlighting achievements, challenges, and recommendations for future actions.
- Develop deliver educational programs and resources to increase awareness and understanding of reconciliation among staff, stakeholders, and the broader community.
- Deliver high-level briefs, minutes or other documents to the Executive, and Diversity Champions.
- Analyse, interpret, and evaluate Inclusion data for various sources.
- Contribute to Branch and Division culture and adherence to the APS Values and Code of Conduct.
- Other duties in line with the EL1 Work Level Standard as directed.

Desirable – ability to undertake cultural and kinship mens' care (mens business) and consultation

Assistant Director - Indigenous Liaison Unit

This role supports Health's Aboriginal and Torres Strait Islander (Indigenous) workforce to safely work and thrive in a dynamic work environment, by providing advice and being a conduit between staff and the organisation, particularly relating to employment matters, and by providing sound cultural expertise that will drive initiatives to foster an inclusive workplace for all staff.

The Indigenous Liaison Officer is an Indigenous HR practitioner whose duties includes, but not limited to:

- Providing Cultural and Kinship care to Aboriginal and Torres Strait Islander staff.
- Creating and fostering partnerships with community organisations and internally to strengthen the Departments Cultural Capability.
- Supporting implementation of Health's Stretch Reconciliation Action Plan.
- Leading the design, implementation, and evaluation of culturally appropriate initiatives and strategies that support Health's Aboriginal and Torres Strait Islander workforce.
- Supporting our National Aboriginal and Torres Strait Islander Staff Network (NATSISN) and Indigenous Champions.
- Assisting the promotion of Indigenous days of significance.
- Representing Health at APS and external meetings and forums.

Human Resources Assistant Director (Generalist) - People Branch

- Provide a broad range of support, analysis, systems and solutions to our departmental customers and stakeholders.
- Oversee the development of, and promote existing and new HR Policies, procedures and programs targeting specific business areas where required.
- Drive productive outcomes and facilitate workforce conversations with Senior Executives.
- Engage and collaborate with HR and corporate stakeholders to design and deliver cost effective, innovative and integrated business solutions.
- Establish and maintain productive working relationships with internal and external clients, service providers and stakeholders.
- Provide excellent customer service to our departmental customers and stakeholders.
- Promote a positive, safe, inclusive and diverse culture in the department.

Key Capabilities

The following capabilities are highly relevant to all roles:

- Ability to exercise sound knowledge and skills related to research, analysis and maintains understanding of external trends.
- Ability to work in a hybrid team, managing staff remotely and in state and territory offices.
- Strategically solve problems, analyse information and understand the internal and external realities which may impact the organisation.
- Good organisation and time management skills, with a proven ability to work independently or under limited guidance and be accountable for tasks and key deliverables as part of this unique and exciting project.
- Understands the HR Framework, proficiently utilise technology, contributes to integrated and innovative HR solutions and the measurement of effectiveness.
- Ability to engage with and build trusted partnerships with key stakeholders whilst maintaining positive working relationships with all internal and external parties.
- Use initiative and produce sound work by managing competing priorities and exercising flexibility to respond to changing priorities.
- Demonstrated ability to understand and model the organisation culture required to be an exemplary HR employee.
- Demonstrated commitment to the APS Values and Code of Conduct.

RecruitAbility Minimum Requirements

Minimum requirements for this role include:

- Strong research, analytical and problem-solving skills.
- Cultivates productive working relationships.
- Builds organisational capability and works collaboratively.
- Excellent written and verbal communication skills.
- Agile and adaptive and responds flexibly to change and uncertainty.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment. All vacancies for the Department of Health and Aged Care are advertised under the RecruitAbility Scheme.

Job applicants with a disability who:

- opt into the scheme,
- declare they have disability, and
- meet the minimum requirements of a vacancy advertised under the

scheme, are advanced to a further stage in the selection process.

More information on RecruitAbility can be found here: [RecruitAbility scheme: A guide for applicants](#)

Additional Information

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

Application Response (Single page application)

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement, in line with the [APS Work Level Standards](#).

Applicants are required to provide a statement of claims framed around the key duties and key capabilities. **Your statement of claims should be no more than one page in total with a font no smaller than size 10. Applications that do not meet these requirements may not be considered.**

Eligibility

To demonstrate eligibility for employment under this affirmative measure, applicants are required to provide evidence that they are an Aboriginal and/or Torres Strait Islander person.

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications.

Section Responsibilities

Our team, Indigenous, Diversity & Inclusion performs the important roles of building authentically inclusive and diverse capabilities and sourcing emerging talent to support our organisation to meet future workforce needs.

We are responsible for:

- Developing and implementing key departmental inclusion strategies and action plans to set out how we will work together to build and strengthen a culturally safe, diverse, and inclusive workplace for all our employees.
- Providing support to Staff Networks and Champions to promote and raise awareness of Days of Significance.
- Providing best practice advice to stakeholders to support a safe and inclusive workplace for all.
- Support to First Nations staff through the Indigenous Liaison Officer Unit and assistance to staff who seek support on their gender affirmation journey.

Branch Responsibilities

The People Branch is responsible for assessing and building the capability and productivity of Health's staff through collaborating with business on workforce planning, workforce change, capability development and HR metrics analysis.

The People Strategy Branch also oversees the development of workforce strategy and policy and provides HR support to the department's Executive and SES.

Division Responsibilities

The People, Communication and Parliamentary Division (PCPD) plays an essential enabling role in the department by:

- Strengthening workforce through planning, recruitment, and mobility, strengthening leadership, and expanding learning and development, including improving talent management.
- Ensuring a capable, contemporary department that is consistent in how we deliver effectively on the Australian Government's agenda and meet organisational needs.
- Providing professional communication advice, strategies, and services to support the department to deliver on the Government's commitment to improve health of all Australians.

Work Environment Description

Responsibilities – As detailed in Section 28 of the Work Health and Safety Act 2011 while at work, a worker must:

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers
- Complete all WHS related induction and training
- Report all work related incidents and/or illnesses to the WHS Section

Description	Frequency
Administrative	
1.Telephone/ Video conferencing use	Frequently

Description	Frequency
2. General computer use	Frequently
3. Extensive keying/data entry	Frequently
4. Designated workstation	Occasionally
Physical Demands	
5. Sitting for long periods	Occasionally
6. Standing for long periods	Never
7. Distance walking	Never
8. Working outdoors	Occasionally
Psychosocial Demands	
9. Work within a team environment towards shared goals	Frequently
10. Working in a call centre environment	Never
11. Work in remote/ rural locations	Occasionally
12. Working directly with the public	Occasionally
13. Exposure to potentially sensitive and/ or emotionally impactful written or verbal information	Occasionally
14. Potential to encounter agitated and/ or distressed members of the public	Occasionally
15. Flexible working arrangements	Frequently
16. Fixed or specific start/finish times	Frequently
17. Required to work extensive hours over a significant period due to the nature or the duties	Occasionally
18. Peaks and troughs workload	Occasionally
19. Frequent overtime	Never
20. Rostered shift work	Never
21. Bending/squatting	Occasionally
22. Push/pull	Occasionally
23. Sequential repetitive movements in a short amount of time	Frequently
Environmental Demands	
24. Exposure to chemicals, oils, lubricants, and/or petrol	Never
25. Exposure to biological hazards	Never
26. Exposure to airborne odours	Never
27. Exposure to excessive noise	Never
28. Requirement to wear Personal Protective Equipment (PPE)	Never

Description	Frequency
29. Requirement for full colour vision	Never
30. Low lighting	Never
31. Handling dangerous goods/equipment	Never
32. Working with asbestos	Never
33. Working with energetics and explosives	Never
34. Exposure to extreme temperatures	Never
34. Working at heights	Never
Travel	
35. Frequent travel – multiple worksites	Occasionally
35. Frequent travel - driving	Occasionally
36. Frequent travel - interstate	Occasionally

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Australian Government

Department of Health

Position Description

Classification	APS Level 6
Job Title	Indigenous Liaison Officer
Division	People, Communications, and Parliamentary Division
Branch	People Branch
Section	Employment Programs and Inclusion Section
Location	Woden, ACT
Status	Ongoing
Employment type	Full-time

Division Responsibilities

The People, Communication and Parliamentary Division provides efficient and effective parliamentary, human resources, change management, market research and communication services that are responsive to the Department's priorities. In doing so, ensuring our customers have confidence in our capability to respond to their needs, and find it easy to access the information and services to do business.

Branch Responsibilities

People Branch provide professional HR Services that enables the department to deliver the government's policies through partnering with business to understand their people needs and delivering timely and flexible solutions that are guided by metrics and evidence. We develop HR strategies that build a high performing workforce, with a focus on a sustainable and inclusive future workplace culture.

Section Responsibilities

The Employment Pathways & Inclusion Section builds authentically inclusive and diverse capabilities, and grows high performing talent to support our leaders to meet the critical skills development challenges of the future.

We do this by delivering effective and efficient management of entry level employment programs and providing strategic services that support an inclusive culture which recognises and values the contribution that all employees bring to the workplace, and encourages and fosters diversity of views, thought and backgrounds.

Key Responsibilities

This role supports Health's Aboriginal and Torres Strait Islander workforce to safely work and thrive in a dynamic work environment, by providing advice and being a conduit between staff and the organisation, particularly relating to employment matters, and by providing sound cultural expertise that will drive initiatives to foster an inclusive workplace for all staff.

The Indigenous Liaison Officer is an Indigenous HR practitioner whose duties includes, but not limited to:

- Providing pastoral care to Aboriginal and Torres Strait Islander staff,
- Creating and fostering partnerships with community organisations and internally to strengthen our cultural capability,
- Supporting implementation and governance of Health's Innovate Reconciliation Action Plan,
- Management of the Secretariat for the Reconciliation Action Plan Working Group,
- Leading the design, implementation, and evaluation of culturally appropriate initiatives and strategies that support Health's Aboriginal and Torres Strait Islander workforce,
- Supporting our National Aboriginal and Torres Strait Islander Staff Network (NATSISN) and Indigenous Champions,
- Assisting the promotion of Indigenous days of significance, and
- Representing Health at APS and external meetings and forums.

This role is supported by a highly capable and encouraging team that boasts years of experience, and lived experience, in driving initiatives for an inclusive workplace.

Key Capabilities

- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures.
- Providing a culturally safe environment for Aboriginal and Torres Strait Islander peoples.
- Respectful knowledge sharing, and ability to communicate sensitively and effectively.
- Positive engagement practices with Indigenous communities.
- Ability to prioritise tasks and work within tight timeframes.
- Working collaboratively across multiple stakeholders for a mutually beneficial outcome.

Desirable Experience

- Providing pastoral care to Aboriginal and Torres Strait Islander peoples.
- Delivering inclusive initiatives that strengthen cultural capability and safety.
- Connections and relationships with indigenous communities.

APS5 - Indigenous Liaison Officer
 Indigenous, Diversity & Inclusion
 People Services Branch,
 People, Communication and Parliamentary Division

Position Title: Indigenous Liaison Officer			
Unit / Team:	People, Communication and Parliamentary Division	Level:	APS 5
Job Code / Mustering:	Human Resources	Security Clearance:	Baseline (Protected, Highly Protected, Restricted, Confidential)
Service Type:	Public Service (Permanent/full time)		

Key Duties of the position include:

The Indigenous Liaison Officer (ILO) assists the APS 6 ILO in supporting the Department's First Nations workforce to safely work and thrive in a dynamic work environment by undertaking research, providing advice, and being a conduit between staff and the organisation.

The ILO Unit supports Health to build and strengthen its cultural capability and confidence to genuinely partner with First Nations peoples, businesses, and communities to improve health and wellbeing outcomes with and for First Nations people. We do this through the delivery of effective and efficient liaison services across the business, including providing Cultural and Kinship care to First Nations staff, and support and guidance to managers of First Nations staff.

Supporting the implementation of Cultural and Kinship care to Aboriginal and Torres Strait Islander staff;

- Supporting partnerships with community organisations and internally to strengthen the Departments Cultural Capability
- Supporting the implementation and governance of Health's Innovate Reconciliation Action Plan
- Supporting the Secretariat for the Reconciliation Action Plan Working Group
- Supporting the promotion of Indigenous days of significance,
- Supporting Corporate events this includes but is not limited to Reconciliation and NAIDOC week events.

Division Responsibilities

The People, Communication and Parliamentary Division (PCPD) plays an essential enabling role in the department by:

- Strengthening workforce through planning, recruitment, and mobility, strengthening leadership, and expanding learning and development, including improving talent management.
- Ensuring a capable, contemporary department that is consistent in how we deliver effectively on the Australian Government's agenda and meet organisational needs.
- Providing professional communication advice, strategies, and services to support the department to deliver on the Government's commitment to improve health of all Australians.

Branch Responsibilities

The People Branch is responsible for assessing and building the capability and productivity of Health's staff through collaborating with business on workforce planning, workforce change, capability development and HR metrics analysis.

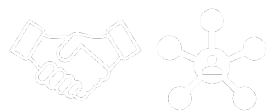
The People Strategy Branch also oversees the development of workforce strategy and policy and provides HR support to the department's Executive and SES.

Section Responsibilities

Our team, Indigenous, Diversity & Inclusion performs the important roles of building authentically inclusive and diverse capabilities and sourcing emerging talent to support our organisation to meet future workforce needs.

We are responsible for:

- Developing and implementing key departmental inclusion strategies and action plans to set out how we will work together to build and strengthen a culturally safe, diverse, and inclusive workplace for all our employees.
- Providing support to Staff Networks and Champions to promote and raise awareness of Days of Significance.
- Providing best practice advice to stakeholders to support a safe and inclusive workplace for all.
- Support to First Nations staff through the Indigenous Liaison Officer Unit and assistance to staff who seek support on their gender affirmation journey.



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Department of Health and Aged Care Indigenous Liaison Officer Unit Service Offer



What is the Indigenous Liaison Officer (ILO) Unit?

The ILO Unit delivers effective and efficient liaison services across the business and HR and supports the development and delivery of targeted people policies and strategies designed to attract, recruit, develop, and retain First Nations staff.

It also works to strengthen our cultural capability as part of the strategic priorities of our reconciliation and closing the gap policies, programs, and action plans.

ILOs are recruited through 'Indigenous Affirmative Measures' provisions (only open to Aboriginal and/or Torres Strait Islander peoples under the *Australian Public Service Commissioner's Directions 2016* and *Racial Discrimination Act 1975*).



Who do we work with?

Our main clients are First Nations staff and their managers, particularly those engaged through entry level employment and development programs.

We also support teams and SES with culturally appropriate tools, resources, and practical tips to enhance their workplace and enable their best work.



How can we help?

- Providing culturally safe and appropriate pastoral care, support, and guidance to First Nations staff and their managers
- Connecting with relevant HR areas to answer questions and resolve issues in a timely manner
- Connecting with staff inclusion networks including, but not limited to, the National Aboriginal and Torres Strait Islander Staff Network and/or Friends of the Network and its various initiatives to support you and your team
- Connecting with Indigenous Champions and other relevant SES to provide support and guidance, including career and professional development advice
- Providing information to undertake culturally appropriate engagement and consultation with First Nations peoples, businesses, and communities
- Assistance undertaking targeted recruitment initiatives, particularly 'Indigenous Affirmative Measures' processes
- Advice and guidance to ensure compliance and progress against relevant Commonwealth strategies and action plans
- Organising development opportunities to help you and your staff do their best work, including:
 - Cultural confidence training
 - Local First Nations language workshops
 - Cultural immersion activities
- Providing information and guidance on relevant HR people policies, programs, strategies, and action plans that may impact you or your staff including:
 - Reconciliation Action Plans and the RAP Working Group
 - Employment, development, and retention strategies and initiatives
 - Entitlements and employment conditions and policies
 - Employment, secondment, and development programs and opportunities

Want more info? Get in touch by emailing us at inclusion@health.gov.au to explore the best solution for you and your team.

EL1 Aboriginal and Torres Strait Islander Workforce

Overall Job Description:

The Assistant Director, Aboriginal and Torres Strait Islander workforce is responsible for driving the implementation of the department's Reconciliation Action Plan (RAP).

Key Job Duties:

- Manage a team to drive the implementation of the Department's RAP
- Provide advice, including presenting to groups, about workforce diversity in the Department
- Deliver best practice strategies and programs to support the Department's diversity networks and Diversity Champions
- Manage internal and external stakeholders and consultative processes
- Deliver high-level briefs and minutes or other documents as required.

Key Job Capabilities:

- Ability to ensure a strategic approach to workforce diversity including the implementation of the department's RAP
- Lead and manage a team to produce high-quality, accurate work, and to ensure deadlines are met
- Write effectively and adapt writing styles for different audiences including internal communication, minutes, speeches, reports and high level briefs for the Senior Executive
- Create and maintain collaborative and productive working relationships with internal and external stakeholders, in particular with staff networks and Diversity Champions
- Have an understanding of the issues affecting Aboriginal and Torres Strait Islander people
- The ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people
- An understanding of how to deliver culturally appropriate policies and programs targeted at Aboriginal and Torres Strait Islander staff

Mandatory Qualifications or Requirements

Nil

Desirable Qualifications (if any)



Australian Government

Department of Health and Aged Care

Expression of Interest (EOI) Applicant Kit

Job Reference Number	24-PCPDIV-27952
Classification	APS Level 6
Job Title	EOI - APS Level 6 Indigenous Liaison Officer - People Branch
Division	People Comm and Parliamentary Division
Branch	People Branch
Section	Inclusion Section
Location	Yaradhang Building, ACT
Status	Full-time & Part-time
Vacancy type	Permanent Filling
Vacancy length	12
Possibility of extension	Yes
Staff eligible to apply	Only Ongoing department staff at level and below
Security Clearance	Baseline (Protected, Highly Protected, Restricted, Confidential)
Working with Children and Vulnerable People Check	Yes
Desirable qualifications	Relevant tertiary qualifications (e.g. Human Resources).
Desirable experience	<ul style="list-style-type: none"> • Providing cultural kinship care to First Nations People • Delivering inclusive initiatives that strengthen cultural capability and safety • Connections and relationships with First Nations Communities • Supervising staff
Contact Officer	Name: s47E(c), s47F
	Phone: 02 5132 s47E(c), s47F
	Email: s47E(c), s47F@health.gov.au

Role Description

The Indigenous Liaison Office role supports the Department of Health and Aged Care's Aboriginal and Torres Strait Islander workforce to safely work and thrive in a dynamic Australian Public Service environment.

Providing strong cultural advice and being a conduit between staff and the organisation, particularly relating to inclusion and employment matters, and by providing sound cultural expertise that will drive initiatives to foster an inclusive workplace for all staff.

This role is supported by a highly capable and encouraging team that boasts years of skills, knowledge and lived experience, in driving initiatives for an inclusive workplace, across all diversity dimensions.

Key Responsibilities

The ILO is a First Nations HR practitioner whose duties include, but are not limited to:

- Providing Cultural and Kinship care to Aboriginal and Torres Strait Islander staff.
- Creating and fostering partnerships with community organisations and internally to strengthen the Departments Cultural Capability.
- Supporting implementation and governance of Health's Stretch Reconciliation Action Plan.
- Leading the design, implementation, and evaluation of culturally appropriate initiatives and strategies that support Health's Aboriginal and Torres Strait Islander workforce.
- Supporting our National Aboriginal and Torres Strait Islander Staff Network (NATSISN) and Indigenous Champions.
- Assisting the promotion of Indigenous days of significance.
- Alignment with and implementation of the 2024-2029 Inclusion Framework.
- Supporting SES and Managers to promote corporate events, this includes but is not limited to Reconciliation and NAIDOC week events.
- Representing Health at APS and external meetings and forums.

Key Capabilities

Knowledge and understanding of First Nations cultures.

- Ability to provide a culturally safe environment for First Nations peoples.
- Respectful knowledge sharing, and ability to communicate sensitively and effectively.
- Positive engagement practices with First Nations communities.
- Client centric approach and seeks to provide a connected service.
- Actively collaborates and communicates with peers, clients and executives and demonstrates strong writing and program management skills.

Division Responsibilities

The People, Communication and Parliamentary Division provides efficient and effective parliamentary, human resources, change management, market research and communication services that are responsive to the Department's priorities.

In doing so, ensuring our customers have confidence in our capability to respond to their needs, and find it easy to access the information and services to do business.

Branch Responsibilities

People Branch provides professional HR Services that enable the department to deliver Government priorities by partnering with business to understand their needs and delivering flexible, data-driven, and timely solutions. We develop targeted people strategies to build a high performing workforce, with a focus on fostering a sustainable, culturally safe, and inclusive workplace environment.

Section Responsibilities

Drive inclusive workplace initiatives through respective Action Plans. i.e. Reconciliation, LGBTI+ and Accessibility.

- Input to days of significance events.
- Alignment and reporting of APS Inclusion Strategies.
- Management of memberships and accreditation, such as Australian Network on Disability, Pride in Diversity, Diversity Council Australia and Breastfeeding Friendly workplace.

Application Response

Your expression of interest will be assessed on your ability to demonstrate that you possess the required skills, knowledge, experience and qualifications to perform the role.

Applicants are required to provide:

- a current resume (no more than 4 pages).
- a written response **no more than 500 words** that is framed around the job duties and job capabilities of the role and why you would be the best candidate for the role.
- the details of at least two referees, with one being a current supervisor. We *strongly* encourage all applicants to discuss their application with their referees to ensure they are in a position to support your claims.

Please note: It is also encouraged that applicants discuss their intentions to apply for any vacancy with their manager as this may assist in the process of release to undertake the role should you be successful. Please note that your delegate will need to agree to any release to undertake another role

Interested candidates should note the following:

- As this is an EOI, promotions or offers of ongoing employment (for non-permanent staff) are not available as an outcome.
- Merit Pools are not created following EOI's, however the hiring area may create a list of suitable candidates and contact candidates for similar vacancies in the future.
- EOIs are open to Department of Health and Aged Care staff who are:
 - ongoing

- casual staff
- ongoing staff on secondment or temporary transfer to another agency.
- You cannot apply for a Department of Health and Aged Care EOI if you are:
 - employed by or seconded from an external APS agency, including department [portfolio agencies](#). The exception is where the EOI is advertised on the [Apsjobs Mobility Jobs Board](#) or an APS Professional Stream mobility board or bulletin
 - a non-APS worker, such as a contractor, labour hirer or consultant
 - undergoing a formal underperformance process
 - on probation.

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EL1 – Assistant Director Inclusion, Department of Health and Aged Care

The Team Lead, Inclusion, leads the provision of strategic services and workforce initiatives to enhance the inclusivity of the Department.

It does this by supporting an inclusive culture which recognises and values the contribution that all employees bring to the workplace, and encourages and fosters diversity of views, thought and backgrounds. The team develops and implements key internal strategies and initiatives, collaborates with diversity staff networks and champions, and provides best practice advice to stakeholders to support a safe and inclusive workplace for all staff.

This role will also lead strategies and initiatives to improve First Nations employment, through embedding the Departments Reconciliation Action Plan, establishment of an Aboriginal and Torres Strait Islander Employment and Retention plan and support of the Closing the Gap Action Plan.

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