

# Position Description

<b>Title</b>	CALD Lead
<b>Business Unit</b>	Mission & Equity Division
<b>Location</b>	Flexible locations across Victoria or Tasmania – requirement to travel to Melbourne regularly
<b>Employment type</b>	Part-time, Ongoing
<b>Reports to</b>	Director of Mission

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

This role leads Uniting's whole of Organisation response to Culturally and Linguistically Diverse (CALD) inclusion. The purpose of the role is to:

- Implement the existing endorsed CALD Action Plan within Uniting.
- Role model CALD inclusion and shared leadership throughout the project
- Describe the current state of CALD inclusion at Uniting for both consumers and workforce.
- Gather supporters and allies to identify and amplify good practice.
- Identify and implement improvements.
- Strengthen practice from a CALD perspective
- Consulting with workforce to develop our service delivery competency with CALD consumers.

## 2. Scope

**Budget:** \$2,000

**People:** 2-4 Consumer Partners

## Position Description

### CALD Lead

## 3. Relationships

### Internal

- CALD Working Group members
- CALD Consumer Partners
- Mission and Equity connections: Consumer Partnerships
- Mission and Equity connections: Reconciliation Lead, LGBTQTIQ+ Inclusion Lead, Disability Equity Lead
- People and Culture Team
- Quality, Risk and Compliance Team
- Executive Officers and Regional Managers
- Stream and Divisional Managers
- Practice Leadership Team

### External

- CALD peak bodies, community-based organisations, groups, and networks
- Diversity Council of Australia
- Rev Dec Andy Calder, Disability Inclusion Advocate UCA Synod
- Uniting Church, local communities, and interstate agencies
- Other key partners in service delivery, research, public policy, and advocacy

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## 4. Key responsibility areas

### Person with a CALD Background led initiative

- Recruit, orient and support Consumer Partners with a CALD background
- Broaden the number and equity of consumer and workforce voices contributing to the project.

### Understand current state of CALD inclusion at Uniting

- Lead Uniting's approach to understanding and effectively acting on CALD inclusion for consumers and the workforce.
- Develop systems and tools to understand the current state at Uniting -policies, staff profile, inclusive practice including reasonable adjustments, knowledge and understanding, staff education, consumer profile (within service streams eg. % of PWD in Early Years programs etc), Riskman data, Consumer Experience and Service Improvement data, site, and web accessibility etc.
- Prepare for and work with external parties to evaluate current practice at Uniting
- Support the external evaluation of current practice at Uniting.

### Gather supporters and allies to identify and amplify good practice

- Resource the CALD Working group.
- Build Senior Executive support for CALD Inclusion
- Document public partnerships with CALD organisations
- Recruit, orient and support Consumer Partners with a CALD background
- Broaden the number and equity of consumer and workforce voices contributing to the project.

### Identify and implement improvements

- Implement the established CALD Action Plan
- Increase awareness of Uniting's support of endorsed CALD days of significance.
- Focus on metrics.
- Monitor and guide resolution of CALD related feedback & complaints.

### People and Teams

- Recognise and respond to CALD Inclusion (cultural safety) employee, volunteer and consumer cultural safety using trauma informed lens.

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### CALD Lead

- Lead, coach and build leadership capability in CALD inclusion and competency across Uniting
- Provide support, guidance, leadership, and empowerment with the Mission & Equity team, especially the Reconciliation and Consumer Partnership Leads
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful, and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

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## 5. Performance indicators

- CALD meetings convened, safe and effective
- Routine connections with 2+ Consumer Partners- feedback from Consumer Partners against Consumer Partnerships Framework principles, experience, and effectiveness
- Plan for the evaluation and reporting of current practice
- CALD Action Plan implemented and completed.

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## 6. Person specification

### Qualifications

- Lived experience with and/or as part of CALD communities
- Bachelor level degree in health and human services, community development or equivalent industry experience (minimum 5 years).

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#### Experience

- Experience of working and creating change in a large complex organisation
- Proven knowledge and ability to effectively engage people from a CALD background.
- Longstanding demonstrated commitment to people from CALD communities.
- Experience and capability to influence a diverse range of internal and external stakeholders.

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Change Management:** Strong knowledge of contemporary change management models and demonstrated experience in leading successful change programs at scale.
- **Communication:** High level interpersonal, written and verbal communication skills, including facilitation and the ability to conduct presentations and prepare business cases.
- **Stakeholder Relationships:** Strong negotiation and influencing skills to engage, build strong relationships and develop mutually beneficial alliances and partnerships with stakeholders, supported by a track record of being able to form relationships and establish credibility with consumers and the workforce.
- **Reporting:** Strong ability to gather and present complex information so it can be successfully reported on.

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## 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 8. Acknowledgement

**I have read, understood, and accepted the above Position Description**

### Employee

Name:

Signature:

Date: