

## Position Description

<b>Position title</b>	Reconciliation Lead
<b>Department / Division</b>	Wadja Aboriginal Family Place / Division of Medicine
<b>Classification</b>	A07
<b>Position reports to</b>	Director, Wadja Aboriginal Family Place
<b>No. of direct &amp; indirect reports</b>	N/A
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

<p><b>The Royal Children's Hospital</b></p> <p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>
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<p><b>ROLE CONTEXT</b></p> <p>The Royal Children's Hospital is committed to achieving a just and equitable society with Aboriginal and Torres Strait Islander children and families having access to culturally safe, high-quality care with optimal health and wellbeing outcomes. In partnership with Aboriginal and Torres Strait Islander peoples, we work to enable a hospital that is free from racism and united by deep respect for Aboriginal and Torres Strait Islander peoples and their continuing connection to Country.</p>
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Wadja Aboriginal Family Place is a department within the Division of Medicine that provides a culturally centred service for Aboriginal and Torres Strait Islander children and their families. The Wadja team provide clinical, psychological, emotional, social, and cultural support to Aboriginal and Torres Strait Islander children and families who receive care at the RCH. They ensure equal access to mainstream health services and advocate and liaise on behalf of Aboriginal and Torres Strait Islander families.

The Royal Children's Hospital has commenced its Innovate Reconciliation Action Plan (RAP). The RAP includes an impactful process inclusive of truth telling and examination of the historical truths of the role of RCH in the care of Aboriginal and Torres Strait Islander children and the ongoing impact this is having on the health and wellbeing outcomes of Community. The RCH process for reconciliation requires walking together as we reshape the way care is provided and received, the way partnerships are formed and strengthened, and a commitment for trust and respect to be embedded in every interaction across the organisation.

This role will work closely with the Director Wadja Aboriginal Family Place and the Executive Sponsor of the RAP (Chief of Medicine).

#### **ROLE PURPOSE**

The Reconciliation Lead will provide exceptional leadership and people-centred change management to ensure the delivery of culturally safe healthcare across the RCH for all Aboriginal and Torres Strait Islander children and families. The role includes the successful creation and implementation of the RCH Innovate Reconciliation Action Plan. This role will build meaningful relationships with key internal and external stakeholders to ensure timely delivery of the RAP commitments with measurement of organisational impact.

#### **KEY ACCOUNTABILITIES**

##### **Change management and planning**

- Develop and maintain a detailed project plan for the RCH Innovate RAP, lead the consultation and oversee the execution of the commitments and activities on the project plan.
- In partnership with the Director Wadja Family Place and the Chief of Medicine, drive end to end project delivery through day-to-day management of the activities against the project plan. This will include development of deliverables such as drafting and publishing of the RCH RAP, updating policies, procedures, supporting events and activities, writing communications and preparing other required documents.
- Act as a key contributor and provide progress updates to the RAP Working Group, RAP Steering Committee, and RAP subcommittees to guide the successful delivery of the project.
- Partner with the RCH Communications team and other relevant stakeholders to ensure smooth operation and promotion of Aboriginal cultural events and activities related to the RAP.
- Monitor progress and performance of project plan milestones and deliverables.
- Record and manage project issues, ensuring mitigation actions are identified, implemented and escalated where necessary.
- Establish the risk management plan and oversee the proposed mitigation actions.
- Manage the project budget and report the project expenditure.
- Oversee the execution of any procurement required for the RAP or associated events and activities.
- Lead the implementation of relevant education and training on the RAP initiatives.

### **Leadership, Collaboration and Relationships**

- Initiate and maintain effective cross functional strategic relationships with internal and external key experts, community members and other stakeholders.
- Prepare written reports, communicate progress and inform project decisions, including briefings, discussion papers, project proposals and status reports to internal and external stakeholders such as RCH Executive, Department of Health and Reconciliation Australia.
- Prepare and deliver presentations to a range of audiences, facilitate workshops and consultation/partnering with internal and external stakeholders, including patients, clinicians and community members.
- Represent the RCH at external meetings and forums such as the Local Health Service Network and Department of Health.
- Report and escalate issues and risks to both the Director Wadja and the RAP Executive Sponsor as needed and work collaboratively to mitigate or resolve.

### **Performance and Reporting**

- Complete annual reporting of achievements and compliance with financial acquittals to the Department of Health.
- Conduct reviews and utilise analytical skills to clearly define possible solutions and opportunities or benefits to enable fact-based decisions.
- Prepare funding submissions, business cases, proposals, and other correspondence to inform decision making by the Board, Chief Executive, Senior Leadership Team, governments, partners in the health sector and philanthropists.
- Work with the Division of People of Culture, Nursing and Chief Medical Officer with regards to leadership development, organisational cultural safety education and training.
- Actively promote the RCH Innovate RAP with all internal and external stakeholders.

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential:**

- Tertiary qualifications in a related field
- Knowledge and/or qualification in one or more methods - Project Management, Change Management, Lean Process Improvement, Co-Design, Problem Solving and Facilitation
- Experience as a project manager setting up and successfully delivering high-quality, complex projects on time and within budget in a hospital environment
- Comprehensive understanding of hospital and health service operations, priorities and constraints and the broader Victorian healthcare system
- Highly developed interpersonal and communication skills, critical thinking and negotiation skills as well as project planning and the ability to think strategically

### **Desirable:**

- Experience in managing multiple stakeholders internally and externally

## **KEY SELECTION CRITERIA**

- Demonstrated commitment to achieving culturally safe practice that is free from racism and united by deep respect for Aboriginal and Torres Strait Islander peoples.
- Extensive project management experience including theory and practice in project management leadership, co-design and partnering practices.
- Ability to build and maintain key working relationship across the organisation.

- Proven experience working within a team environment, working effectively autonomously and as part of a team.
- Demonstrated ability to understand and manage concepts and complexity comfortably and to effectively balance competing and / or conflicting priorities, set realistic timelines and drive results to achieve targets.
- Proven communication skills including written (formal reports and briefings), and excellent demonstrated verbal and presentation skills to broad range of audiences.
- A proven track record of creative problem-solving and decision-making skills.
- Ability to build rapport, work collaboratively, partner and maintain effective relationships with stakeholders.
- Well-developed organisational and planning skills, with the ability to prioritise workload and competing demands.
- Knowledge and understanding of sensitive and complex issues affecting paediatric health policy and service delivery, and sensitivity to community perspectives.

#### **OTHER REQUIREMENTS**

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### **IMPORTANT INFORMATION**

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

#### **RCH COMPACT**

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### **QUALITY, SAFETY AND IMPROVEMENT**

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

Position description last updated

May 2026