



Position Description



Position title	Aboriginal Health Consultant (First Nations Identified Role)
Responsible to	Associate Director, Primary Care Development
Responsible for	Nil direct report
Location	Wollongong or Nowra
Salary range	Band 3/Opening
Conditions	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
Remuneration and benefits	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
Probity checks	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
Level of delegation	As outlined in Delegations Policy
Acknowledgement of Country	COORDINARE South Eastern NSW PHN, acknowledges the Traditional Owners and Custodians of the lands across which we live and work. We pay our respects to Elders past, present and emerging, and acknowledge Aboriginal and Torres Strait Islander peoples' continuing connection – both physical and spiritual – to land, sea and sky.

About us

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities.

We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need.

We will also use our knowledge and commissioning expertise to attract new funding partners to expand our impact.

Our purpose

To improve the health of communities in South Eastern NSW.

Our priorities

Our three objectives and key priorities are:

1. **Accessible care** – by improving access to services such as mental health, alcohol and other drugs, chronic conditions, after hours and urgent care- especially for priority groups.
2. **Systemised care** – by strengthening linkages between primary care and the broader health system. We support general practice and commission coordination and navigation services that guide individuals through their health care journey.
3. **An activated community** – by fostering health across the lifespan, addressing the social determinants of health, increasing prevention activities, and improving community resilience and social connectedness.

As a growing, innovative, and resilient organisation, we achieve our priorities through our strengths in:

- Consumer engagement
- Professional capacity
- Financial resilience
- Communications and influence
- Research and evidence
- Data and IT capability

Our values

- We build trusted and meaningful relationships
- We respect and include diverse voices
- We act with integrity
- We embrace change with purpose

Our processes

COORDINARE commissions services from our stakeholders, rather than providing services directly. Commissioning involves starting with understanding our communities' needs, identifying commissioning opportunities and then gauging the impact of our initiatives on the community.

COORDINARE uses population health data, and input from our two GP-led Clinical Councils, the Community Advisory Committees, the Aboriginal Health Councils, general practices, and through our strategic alliances with the Local Health Districts, to identify needs, set clear local priorities, and implement government initiatives.

Purpose

This role works collaboratively with the Aboriginal Health Consultant in Southern NSW and offers a meaningful opportunity to lead change and amplify community voice within the health system. Drawing on deep cultural knowledge, lived experience, and strong community connections, the role will strengthen partnerships between General Practice, Aboriginal Medical Services (AMSs), Aboriginal Community Controlled Health Organisations (ACCHOs), the Local Health District, the Primary Health Network (PHN), and broader service providers.

You will play a key role in helping design and deliver initiatives that improve the health, social, and emotional wellbeing of Aboriginal and Torres Strait Islander peoples across South Eastern NSW. By championing culturally safe, community-led approaches, you will help empower mainstream providers to embed respect, equity, and cultural strength into their services.

As a cultural advisor within COORDINARE, you will help embed Aboriginal and Torres Strait Islander perspectives across the organisation's work. You will guide cultural capability development, foster understanding, and support actions that contribute to genuine and ongoing reconciliation—grounded in truth-telling, respect, and the celebration of culture.

Key accountabilities

- **Foster GP and Practice Engagement**
Collaborate with the Primary Care Development team and Health Coordination Consultants to build and maintain relationships with general practices that improve health outcomes for Aboriginal and/or Torres Strait Islander people.
- **Promote Culturally Safe Practice**
Support, develop and implement initiatives that enhance the cultural safety of mainstream primary health care services, including policy, procedure, and workforce development recommendations.
- **Improve Access to Primary Health Care**
Provide strategic advice and support the design of initiatives that improve access to culturally responsive, person-centred care for Aboriginal and/or Torres Strait Islander communities.
- **Strengthen Community Voice and Partnership**
Act as a conduit between COORDINARE and Aboriginal and/or Torres Strait Islander communities to inform culturally responsive planning, services, and events. Build trust through respectful, ongoing engagement.
- **Support Collaborative, Place-Based Approaches**
Facilitate partnerships between mainstream services, Aboriginal Community Controlled Health Organisations (ACCHOs), Aboriginal Medical Services (AMSs), peak bodies and communities to co-design local initiatives that contribute to Closing the Gap.
- **Contribute to Commissioning and Program Delivery**
Support the commissioning cycle through culturally informed input into needs assessments and co-facilitate delivery of commissioned programs such as Integrated Team Care across the region.
- **Promote Reconciliation and Cultural Integrity**
Contribute to the organisation's reconciliation efforts through strategic advice, cultural advocacy, and implementation of activities that embed respect, equity and healing.
- **Represent and Influence**
Represent COORDINARE in relevant forums, networks, and partnerships to advocate for culturally safe and community-led approaches to health care

Key relationships

- Internal: Aboriginal Health Consultant, Southern NSW, Primary Care Development team, Commissioning Managers, Aboriginal Health Councils.
- External: Local Aboriginal and Torres Strait Islander Community, ACCHOs and AMSs, individual general practitioners and other practice staff, peer groups and other local clinical networks; and other service providers including allied health.

Key challenges

- Navigating complex and diverse community perspectives while maintaining respectful engagement.
- Applying cultural knowledge and community insights to influence and improve health outcomes in meaningful, strengths-based ways.

Key outcomes

- **Trusted Partnerships**
COORDINARE is recognised as a culturally safe and trusted partner by Aboriginal and/or Torres Strait Islander communities, with strong, respectful relationships maintained across the region.

- Cultural Capability Development**
 A culturally appropriate professional development program is delivered, with positive feedback from internal staff and external stakeholders indicating improved cultural competency and confidence.
- System Redesign and Cultural Safety Improvements**
 Health system cultural safety initiatives and redesign projects are implemented in partnership with Aboriginal stakeholders, delivering measurable outcomes aligned with community needs and project goals.
- Strengthened Relationships with Aboriginal Health Organisations**
 Collaborative partnerships with Aboriginal Medical Services (AMSs) and Aboriginal Community Controlled Health Organisations (ACCHOs) are deepened, supporting joint initiatives and improved service integration.
- Aboriginal Workforce Strategy Implementation**
 Contribute to the implementation of COORDINARE's Aboriginal Workforce Strategy, ensuring the plan is embedded across the organisation to support culturally safe recruitment, retention, and career development pathways.
- Strategic Alignment and Alliances**
 Cross-sector alliances are strengthened to support Closing the Gap priorities through shared planning, advocacy, and action.
- Aboriginal Health Strategy for Mainstream Services**
 A practical and culturally informed Aboriginal Health Strategy is co-developed with stakeholders and implemented across mainstream practices. This includes a simplified quality improvement (QI) toolkit, outcomes matrix, and resources to guide culturally responsive care.
- Reconciliation in Action**
 Contribute to the advancement of COORDINARE's reconciliation commitments by supporting tangible actions and initiatives that ensure cultural respect, healing, and equity is embedded across the organisation and its commissioned services.

Selection criteria

Area	Specific requirement
Qualifications	Tertiary level qualification or equivalent relevant experience in Aboriginal affairs and/or in a health/primary care setting. Preferably in a role that has focused on improving Aboriginal health.
Registration and licensing	Australian Drivers Licence
COVID-19 vaccination compliance	It is recommended that COORDINARE employees have completed at least 2 doses of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA).
Knowledge and experience	<ol style="list-style-type: none"> 1. Identify as being of Aboriginal and/or Torres Strait Islander descent. 2. Extensive experience working in Aboriginal affairs and/or primary health care, with a strong focus on improving health outcomes for Aboriginal and/or Torres Strait Islander peoples. 3. Deep understanding of the holistic concept of Aboriginal health and the social, cultural, and historical determinants that impact wellbeing, alongside knowledge of effective, strengths-based approaches to improving health equity 4. Demonstrated ability to apply cultural knowledge to provide strategic, practical, and culturally responsive advice that informs service delivery, workforce capability, and system redesign.

	<ol style="list-style-type: none"> 5. Proven ability to establish and maintain respectful, collaborative partnerships with Aboriginal communities, Aboriginal health organisations, and key stakeholders to drive shared outcomes 6. Strong interpersonal skills with the ability to influence, engage and collaborate across teams and with decision-makers to support culturally safe practice and strategic alignment. 7. Demonstrated connection to and knowledge of local Aboriginal communities, including the ability to represent community voices in a respectful and empowering way. 8. Proficient in the use of digital tools and platforms for communication, project management, reporting and presentations, with the ability to effectively capture and communicate outcomes.
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COORDINARE is an equal opportunity employer embracing diversity. We strongly encourage applications from Aboriginal and Torres Strait Islander people. We are sector leaders with excellent benefits, and a hybrid workplace in the beautiful SENSW region.

We support Hybrid Working, so it is expected on average 40% of your work time should be spent at a COORDINARE location to achieve the exemplary depth of relationships, connection, and collaboration as desired.

Successful applicants must have the right to work in Australia.

Successful applicants must have access to a comprehensively insured motor vehicle and a willingness to travel as part of this role, including overnight stays.

As the incumbent of this position, I confirm I have read the Position Description, understand its content, and agree to work in accordance with the requirements of the position.		
Employee's name:	Employees Signature:	Date:
Supervisor's name:	Supervisor's Signature:	Date:

Please note if this PD is for a new role it will need to be reviewed and approved by the CEO.

Date	Version No.	Author	Approved by	Reason for update
Aug 2020	1	Director, Consumer Participation	CEO	New position
July 2024	2	Associate Director, Primary Care Development	Director, People & Culture	Updated for recruitment and position title change
May 2025	3	Associate Director, Primary Care Development	Director, People & Culture	Review of key accountabilities as part of the PDP process