



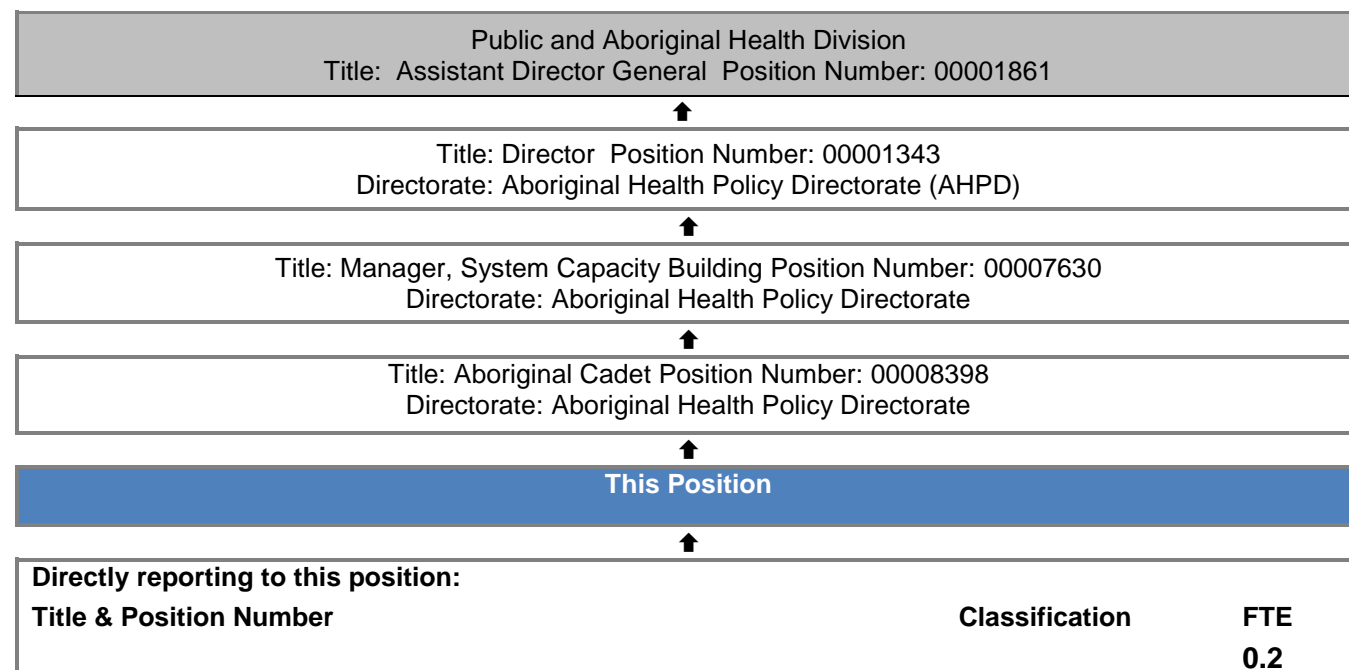
POSITION DESCRIPTION

Position Number	00008398
Position Title	Aboriginal Cadet (50d)
Classification	PSO Level 2
Division	Public and Aboriginal Health Division
Directorate	Aboriginal Health Policy Directorate
Branch	System Capacity Building
Position Status	Fixed-term – Part-time
Award	Public Service and Government Officers General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Aboriginal Cadet

Position Number: 00008398

Contributes as a team member and provides project and administrative support.
Develops professional knowledge and skills related to the work placement area.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

As per individual placement plans, the Aboriginal cadet:

Cultural Advocacy

- Participates and assists in the review of the WA Health System Aboriginal strategic frameworks and initiatives.
- Contributes to the promotion and support of strategic initiatives into core business activities to ensure Aboriginal Health is everyone's business.

Program Management

- Provides administrative support to the work team.
- Participates and assists in the development of projects, programs and activities as directed.
- Contributes to investigations and assists in the preparation of research projects, reports and presentations.
- Assists in maintaining office records, filing and knowledge management systems.

Professional development

- Develops professional knowledge and skills related to the program area of work placement.
- Seeks relevant training and professional development opportunities.
- Participates in performance development and supervision on a regular basis.

Other responsibilities

- Engages as a team member in the workplace including team meetings, events and activities.
- Performs other duties as directed.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Aboriginality is a genuine occupational requirement and is authorised under Section 50d of the *Equal Opportunity Act 1984*.
2. Good written and communication skills.
3. Good planning and time management skills.
4. Good research and investigative skills.
5. Word processing and computer skills.
6. Ability to be an effective team member.

Desirable criteria

1. Knowledge and understanding of Aboriginal culture and issues of health inequity.
2. Current knowledge of legislative obligations for Substantive Equity, Equal Opportunity, Disability Services and Occupational Safety and Health.

Appointment Factors	<ul style="list-style-type: none"> – Ability to meet the WA Department of Health's cadetship eligibility requirements: <ul style="list-style-type: none"> ○ Be of Aboriginal and/or Torres Strait Islander descent ○ Enrolled in full-time study (min. 3 units per semester) in an undergraduate degree at a recognised Australian University ○ Be an Australian resident ○ Complete a total of 52 cadet days, comprising of 46 days in an assigned workplace and 6 days of professional development with the Department of Health. – Has provided the following documentary evidence: <ul style="list-style-type: none"> ○ Academic transcript ○ Proof of full-time enrolment (min. 3 units per semester) – Successful 100-point Identification Check. – Successful Criminal Record Screening Clearance. – Successful Pre-Employment Integrity check.
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CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: