

Position Description

Position No.	26	Manager Indigenous Programs
Reports To	General Manager Strategy & Innovation	
Type of Employment	Full Time, Permanent	
Business Unit	Strategy and Innovation	
Supported by and responsible for	Cultural Safety and Indigenous Advisor	
Works with	Indigenous Health Strategy Group, <i>LIPPE</i> ® Steering Committee	
Location	Hybrid Canberra or Remote	

Role Description

Reporting to the General Manager Strategy and Innovation, and supported by our Cultural Safety and Indigenous Advisor (a proud Wiradjuri woman), manage and coordinate the delivery of the *LIPPE*® Network, support us to deliver on the strategic objective to drive a culturally safe pharmacy workforce for First Nations People, and support APCs reconciliation journey in conjunction with our People and Culture team. This role will also support the our Indigenous Health Strategy Group (IHSG) through the CEO office.

APC Commitment to driving a culturally safe workforce

We are committed to a health system free of racism and experiences of discrimination by driving a culturally safe pharmacy workforce for First Nations People. As part of this, we have established the Leaders in Indigenous Pharmacy Profession Education (LIPPE®) network in partnership with the Council of Pharmacy Schools Australia and New Zealand.

We have taken a strengths-based approach of recognising the importance of self-determination of Aboriginal and Torres Strait Islander peoples in all our activities. Our Indigenous Health Strategy Group provides direction and support for our activities, and is a wholly-First Nations Advisory Group. We commit to creating a culturally safe, respectful and supportive environment for Aboriginal and Torres Strait Islander staff, contributors and collaborators. We provide a supportive environment, that includes:

- *Providing a culturally safe and aware workplace where all employees are trained in Cultural Awareness.*
- *Understanding the importance of cultural, family and kinship obligations.*
- *Flexibility and understanding of sorry business obligations.*
- *Acknowledging and supporting staff to prevent them from experiencing cultural load.*
- *Providing access to our EAP.*
- *Providing a wellbeing allowance.*
- *Providing mentorship or training when and if required.*

APC commits to creating a culturally safe, respectful and supportive environment for Aboriginal and Torres Strait Islander staff, contributors and collaborators.

Key Areas of Responsibility

Leaders in Indigenous Pharmacy Profession Education (*LIPPE*[®]) Network

- Lead the ongoing growth and implementation of *LIPPE*[®] Network activities in collaboration with the *LIPPE*[®] Steering Committee in line with the *LIPPE*[®] Network strategic plan.
- Manage the ongoing needs of the *LIPPE*[®] Network including the meetings of the Steering Committee.
- Supported by the Communications and Events team, develop and provide *LIPPE*[®] materials, website, social media content and events to support network growth and impact.
- Lead the preparation of reports, conference papers, presentations and materials for sharing with APC Board, APC Executive, *LIPPE*[®] Network members, *LIPPE*[®] Steering Committee and external stakeholders including the Pharmacy Board of Australia and the Council of Pharmacy Schools of Australia and New Zealand (CPS).

Cultural safety within APC

Supported by the Cultural Safety and Indigenous Advisor;

- Provide policy guidance to Business units to ensure they include a First Nations perspective in their processes and products.
- Assist the promotion and growth of our peoples understanding of cultural safety for Aboriginal and Torres Strait Islander People through continued training and assessment. Provide guidance on our reconciliation journey through our current and future Reconciliation Action Plans or alternate pathways.
- Provide advice and support to the Professional Services teams including support for delivery of training and assessment of cultural safety for overseas trained pharmacists, support education providers to meet accreditation standards, and cultural safety in development of research, policy and standards endeavours.
- Provide guidance and advice to the Executive and Head of People & Culture to steer the development of appropriate activities within APC to grow cultural safety within the organisation

Stakeholder Engagement, Relationship Management, and Advocacy

- With direction from the APC Indigenous Health Strategy Group (IHSG) and supported by the Cultural Safety and Indigenous Advisor, provide guidance to achieve our commitment to driving a culturally safe workforce for First Nations People.
- Supported by the Cultural Safety and Indigenous Advisor, support Indigenous Programs functions in a collaborative manner to encourage maximum engagement within the wider team and continue to develop and maintain relationships with local and international Indigenous and non-Indigenous stakeholders to grow the *LIPPE*[®] Network membership and partnerships.
- Develop advice on external consultations as required to give a cultural safety and First Nations perspective.
- Represent the APC effectively in public and stakeholder forums as required including fostering effective communication networks with stakeholders. Represent *LIPPE*[®] in external meetings, conferences, working parties and other fora as required.

Experience / Qualifications

Minimum

- Demonstrated ability to work sensitively in partnership with Aboriginal and Torres Strait Islander peoples, organisations and stakeholders
- Experience in developing educational materials for developing a culturally safe workforce for First Nations Peoples
- Excellent communication and engagement skills and ability to work constructively with a range of stakeholders in health, education and regulation
- Higher education qualification in health, education and/or Indigenous policy

Desirable

- Sound knowledge of, or experience working in, the healthcare system, health policy and regulatory environment or a health practice setting in Australia.
- Experience in pharmacy practice in Australia

Competencies

Core Competencies

Competency	Definition
Our Values	Promotes and embodies our values in what we do and how we behave.
Holistic Approach	Works in the best interests of APC.
Team Oriented	Promotes co-operation and interactions. Values differences among team members and can manage work groups with diverse influences.
Achievement Orientated	Identifies and accomplishes challenging objectives or personal goals.

Mandatory Functional Competencies

Competency	Definition
Communication	Takes the initiative to communicate accurate, up-to-date plans and information. Expresses thoughts clearly, both verbally and in writing. Listens and understands the views of others.
Time Management	Manages responsibilities in a timely and efficient manner.
Effective Relationships and Engagement	Forges productive, cooperative relationships. Understands and responds to others' needs and priorities.
Cultural Awareness	Understands and promotes our path to reconciliation.
Diversity and Inclusion	Recognises and values diversity of people, ideas and cultures.
Quality & Professionalism	Maintains high work standards and takes personal responsibility.

Job Specific Competencies

Competency	Definition
Stakeholder Management	Demonstrates concern for satisfying external and/or internal stakeholders.
Problem Solving	Identifies and defines problems through the gathering of relevant information leading to the development of alternative solutions.
Technical Expertise	Demonstrates depth of knowledge and skill in a technical area.
Managing Projects or Programs	Structures and directs others' work on projects or programs.
Persuasiveness	Presents a cogent explanation that supports decisions.
Initiative	Originates action.

Position 'Effort' Estimate

Main Function	Estimated Effort (%)
Leaders in Indigenous Pharmacy Profession Education (<i>LIPPE</i> [®]) Network	60%
Cultural safety within APC	30%
Stakeholder Engagement, Relationship Management, and Advocacy	10%
TOTAL	100%

Document Control

Version	3.1
Status	Draft

History

Date	Version	Key Changes
Oct 2023	1.0	Creating new role
Mar 2025	2.0	Draft changes
Dec 2025	3.1	Updated following Functional Review