

POSITION DESCRIPTION

Manager, Curriculum & Cultural Capability

Role	Manager, Curriculum and Cultural Capability
Reporting to	Executive Director, Aboriginal and Torres Strait Islander Programs
Direct Reports	Nil
Employment Fraction (FTE)	1
Award & Classification Level	Award free
Location	Hybrid – working from home and at Mental Health First Aid International Head Office, Melbourne CBD or fully remote

1. Our organisation

Mental Health First Aid International Ltd (t/a MHFA Australia, MHFAI) is a global health promotion charity dedicated to the provision of evidence-based and informed education programs that increase mental health literacy, reduce stigma, and help people develop the skills they need to encourage people to seek professional help.

We support a global movement across more than 50 countries of organisations dedicated to prevention and early intervention to reduce the impact of psychological distress and mental health problems in families, communities, educational settings, and workplaces.

We exist to change and save lives every day.

2. Function and Team Overview

2.1 Function overview

The Aboriginal and Torres Strait Islander Programs Team are responsible for developing, maintaining, and supporting quality standards for all Aboriginal and Torres Strait Islander programs in line with Mental Health First Aid Australia® quality and delivery standards.

Our key areas include:

- Instructor Training
- Instructor Mentoring and Support
- Instructor Quality and Programs

Manager, Curriculum & Cultural Capability

- Program Development, Implementation, Review and Maintenance
- Stakeholder Engagement
- Curriculum and;
- Organisational Cultural Capability

Across all areas, we initiate and oversee the ongoing development and maintenance of Aboriginal and Torres Strait Islander and Mental Health First Aid Australia® quality standards, ensuring improvements are based around learning and development best practice delivery.

The team adheres to our Guiding Principles, which inform our strategic direction around planning, development, delivery, and evaluation for all Mental Health First Aid Australia® Programs.

2.2 Team Overview

The Aboriginal & Torres Strait Islander Programs are Culturally led and informed, recognising the need for Culturally responsive Mental Health First Aid training to empower individuals and communities.

All courses have been purposely designed to support Licensed Aboriginal and Torres Strait Islander Mental Health First Aid Australia® Instructors, as they draw upon their own and instrumental local Cultural knowledge, enriching the content and enabling a Culturally informed and safe delivery. Our courses ensure that participants are grounded in social and emotional well-being from an Aboriginal & Torres Strait Islander perspective and are strengths based, which aim to reduce stigma and shame to support confidence to talk about mental health.

The team supports Licensed Aboriginal and Torres Strait Islander Mental Health First Aid Australia® Instructors to improve their practice to deliver high-quality Mental Health First Aid courses. The team responds to enquiries and proactively contacts Instructors at key milestones and through the Mental Health First Aid Australia quality assurance process.

We examine and analyse data to gain insights into Instructor activity and identify opportunities to improve the instructor experience.

The team also provides consultation, subject matter expertise and guidance to internal stakeholders within Mental Health First Aid Australia® while also representing the organisation at public events and speaking engagements.

The principal duties of roles within this team involves development and/or delivery of policies, programs or services that impact Aboriginal and/or Torres Strait Islander peoples and requires interaction with First Nations peoples. Such positions require lived experience with specific knowledge and understanding of Aboriginal and Torres Strait Islander cultures and issues, and

Manager, Curriculum & Cultural Capability

the ability to communicate effectively with First Nations communities. Mental Health First Aid International is committed to reconciliation, improved health outcomes, self-determination, employment, and career pathways for Aboriginal and Torres Strait Islander peoples.

The team lives and breathes our values to ensure Mental Health First Aid® is for anyone, for everyone. We accept and welcome the opportunity to make a difference in our community.

3. Position Overview

The Manager, Curriculum and Cultural Capability is responsible for leading, managing and actively delivering a portfolio of work that embeds reconciliation, cultural capability and culturally informed curriculum across MHFAI. The role leads and undertakes the development and implementation of MHFAI's Reconciliation Action Plan (RAP), organisational cultural capability initiatives, and the development, redevelopment, review, maintenance and continuous improvement of culturally informed curriculum, courses and learning resources.

Reporting to the Executive Director, Aboriginal and Torres Strait Islander Programs, the Manager is responsible for planning, managing and delivering work across their portfolio in alignment with Directorate and organisational priorities. The role works collaboratively across Directorates to influence and support the embedding of reconciliation, cultural capability and culturally informed practice across MHFAI. The Manager manages projects and stakeholder relationships, provides advice and guidance, and ensures work is delivered to agreed scope, quality and timeframes.

The Manager provides cultural and professional leadership across their portfolio and operates with a high degree of autonomy within delegated authority. The role requires strong judgement, relationship management and project leadership, together with a deep understanding of Aboriginal and Torres Strait Islander cultures, histories, ways of knowing and community engagement. Significant strategic, cultural, operational or reputational matters are escalated to the Executive Director as appropriate.

The role covers a number of areas, including but not limited to:

Reconciliation Action Plan Leadership

- Manage and undertake the development, implementation, monitoring and continuous improvement of MHFAI's RAP, including annual workplans, priorities, dependencies and reporting requirements.
- Co-chair and manage the RAP Working Group, establishing clear responsibilities, decision pathways and accountability for delivery across the organisation.
- Co-manage MHFAI's relationship with Reconciliation Australia in relation to RAP development, endorsement, implementation and reporting requirements.

POSITION DESCRIPTION

Manager, Curriculum & Cultural Capability

- Provide strategic advice, high-level reporting and recommendations to the Executive Director, Executive and Board on RAP progress, risks, amendments, outcomes and emerging priorities.
- Build and maintain strategic partnerships with Aboriginal and Torres Strait Islander organisations, community stakeholders, supporting providers and sector partners to strengthen reconciliation outcomes.
- Coordinate RAP deliverables across teams, supporting clear ownership and accountability and actively monitoring progress, risks, dependencies and timely completion.
- Manage and undertake key RAP deliverables, including training, events, organisational engagement and capability initiatives, and represent MHFAI in engagement with Aboriginal and Torres Strait Islander communities, partners and sector stakeholders.

Cultural Capability and Organisational Development

- Manage and undertake the development of an implementation plan and ongoing review of MHFAI's Cultural Respect Framework, ensuring alignment with RAP priorities, organisational strategy and agreed governance arrangements.
- Work collaboratively with People and Culture, Quality and other relevant leaders to support the embedding of culturally capable practice into organisational systems, governance, policies, quality processes and workforce practices.
- Plan, develop, deliver, manage and evaluate organisational cultural capability initiatives, including staff education, training, workshops and leadership development.
- Provide advice and work with people leaders to strengthen culturally safe, equitable and inclusive employment and workplace practices.
- Establish and manage measures, reporting mechanisms and improvement plans to monitor organisational progress in reconciliation and cultural capability.
- Promote and support the visibility and inclusion of Aboriginal and Torres Strait Islander leadership, contributions and perspectives across MHFAI.

Curriculum Development and Learning Design

- Manage and undertake the design, development, review, maintenance and continuous improvement of Aboriginal and Torres Strait Islander MHFA program curriculum and training resources, including curriculum writing and learning design, ensuring cultural integrity and alignment with contemporary learning and development practice.
- Apply and embed culturally safe learning design principles and Aboriginal and Torres Strait Islander pedagogies in the development and review of relevant Instructor, Trainer and staff learning programs, and provide guidance to support their application across MHFAI.

POSITION DESCRIPTION

Manager, Curriculum & Cultural Capability

- Commission, coordinate and translate research, evidence and cultural expertise to strengthen the inclusion of Aboriginal and Torres Strait Islander knowledge, histories and decolonising approaches in curriculum design and delivery, ensuring cultural knowledge is engaged with, attributed and used in culturally safe and respectful ways and in accordance with Indigenous Cultural and Intellectual Property (ICIP) principles.
- Work collaboratively with Subject Matter Experts, consultants and the Aboriginal and Torres Strait Islander Programs team to develop and maintain learning materials, including eLearning modules, workbooks, assessments, Instructor resources and other learning and teaching materials.
- Develop resources and capability initiatives that strengthen core skills for Mental Health First Aiders and the Instructor community, including workshops, upskilling and coaching.
- Undertake and oversee curriculum mapping, constructive alignment, authentic assessment and review processes to maintain best-practice standards across Aboriginal and Torres Strait Islander MHFA programs.
- Provide leadership, advice and coaching to staff to embed culturally safe practice in their work.
- Develop, apply and review culturally responsive curriculum standards, evaluation approaches and continuous improvement actions across relevant MHFAI training and learning initiatives, and monitor and uphold the integrity and fidelity of Aboriginal and Torres Strait Islander MHFA courses in accordance with established course integrity and fidelity guidance.

Project and Stakeholder Management

- Manage and undertake RAP, curriculum, cultural capability and other relevant projects within the portfolio, including establishing scope, workplans, governance, resources, risks, milestones and reporting to ensure agreed outcomes are achieved.
- Build and maintain relationships with internal and external stakeholders, including Aboriginal and Torres Strait Islander community partners, consultants and sector organisations, to support and deliver culturally capable initiatives and learning projects.
- Work collaboratively across Directorates to support coordinated delivery, timely decision-making, problem-solving and shared accountability for agreed outcomes.
- Prepare and review high-quality briefs, reports, recommendations, presentations and communications for the Executive Director, Executive, Board, staff and external audiences.
- Contribute as a Manager within the Aboriginal and Torres Strait Islander Programs Directorate, supporting Directorate planning, risk management, budget and resource considerations, and broader organisational priorities as required.

Manager, Curriculum & Cultural Capability

Undertake other duties and contribute to other priorities as reasonably directed by the Executive Director, Aboriginal and Torres Strait Islander Programs, consistent with the scope and level of the role.

4. Key Selection Criteria

Qualifications

1. To perform this role, it is essential the incumbent be an Aboriginal and Torres Strait Islander person. MHFAI considers that being Aboriginal and Torres Strait Islander is a genuine occupational requirement for this position under s 42 of the *Discrimination Act 1991* (ACT)/s 14 of the *Anti-Discrimination Act 1977* (NSW)/ sub-35(1)(b)(ii) of the *Anti-Discrimination Act 1996* (NT), s 25 of the *Anti-Discrimination Act 1991* (QLD)/ sub-s 56(2) of the *Equal Opportunity Act* (SA)/s 41 of the *Anti-Discrimination Act 1998* (Tas)/ sub-s 26(3) or s 28 of the *Equal Opportunity Act 2010* (Vic)/s 50 of the *Equal Opportunity Act 1984* (WA).
2. Relevant qualifications or equivalent cultural and professional experience in adult learning, instructional design, education, or related disciplines.

Essential Skills and Knowledge

1. Substantial demonstrated experience leading and managing reconciliation, cultural capability, curriculum development or related initiatives within a complex organisation.
2. Deep knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories, ways of knowing, social and emotional wellbeing, and culturally safe community engagement principles.
3. Substantial demonstrated experience in curriculum and learning design, including personally developing, writing, reviewing and maintaining culturally informed curriculum, learning content and resources, together with experience leading or managing curriculum development activities.
4. Demonstrated experience developing learning content and resources for face-to-face, blended and online delivery, including synchronous and asynchronous learning environments.
5. Demonstrated knowledge and application of culturally safe learning design principles and Aboriginal and Torres Strait Islander pedagogies in curriculum and learning development.
6. Demonstrated understanding of culturally safe and respectful approaches to engaging with and using Aboriginal and Torres Strait Islander knowledge and cultural expertise, including Indigenous Cultural and Intellectual Property (ICIP) principles.
7. Strong project management capability, including planning, prioritisation, risk management, resource coordination, monitoring and delivery of complex projects involving multiple stakeholders.

Manager, Curriculum & Cultural Capability

8. Demonstrated experience developing, delivering and evaluating cultural capability, learning or leadership development initiatives, including training, workshops and facilitation.
9. Demonstrated ability to operate with a high degree of autonomy and sound judgement, establish priorities, manage competing demands, solve problems and provide leadership and guidance without relying on formal line authority.
10. Highly developed written, verbal and interpersonal communication skills, including the ability to prepare high-quality reports, briefs, recommendations, learning materials and presentations for a range of audiences.
11. Demonstrated ability to build, influence and sustain collaborative relationships with Aboriginal and Torres Strait Islander communities and organisations, internal stakeholders, senior leaders, Subject Matter Experts, consultants and other external partners.
12. Strong critical review and editorial capability, with a high level of attention to detail when reviewing research, evidence, curriculum and learning materials.
13. Demonstrated understanding and application of evaluation, continuous improvement and governance approaches relevant to curriculum, cultural capability and project delivery.
14. Demonstrated understanding of the importance of curriculum integrity and course fidelity, including the ability to apply established standards and guidance to support consistent and culturally safe course delivery.

Desirable Skills and Knowledge

1. Experience in mental health, education, or community services sectors.
2. Familiarity with MHFA programs and cultural governance structures.
3. Knowledge and experience with Mental Health First Aid Courses.

5. Guiding Principles

Acknowledgments

MHFAI recognises Aboriginal and Torres Strait Islander Peoples as the Traditional Owners and Custodians of Australia. We acknowledge and pay respect to Aboriginal and Torres Strait Islander Peoples as the world's oldest living culture and embrace their continued connection to land, waters and community. We pay our deepest respect to all Aboriginal and Torres Strait Islander Elders past, present and emerging.

MHFAI acknowledges people with lived and living experience of mental health problems and suicidality, their loved ones and those who care and support them. With diverse identities, challenges and life experiences, we recognise that each journey is unique and invaluable.

POSITION DESCRIPTION

Manager, Curriculum & Cultural Capability

How the role is performed is just as important as what is included in the role. The role is guided by our values and behaviours and adheres to our Guiding Principles.

Our Principles

We live, demonstrate and ensure consistency with our principles of agility, collaboration, equity, integrity and respect.

Health and Safety

Actively contribute to health and safety at MHFAI by being aware of health and safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace.

Quality Assurance Compliance

As part of your role with MHFAI you are required to actively support and uphold our commitment to quality as defined by our organisation's standards.

Key responsibilities include:

1. Quality Compliance and Standards Adherence
2. Commitment to Continuous Improvement
3. Client-Centred Quality Assurance
4. Accountability and Ownership of Quality

6. Employment Conditions

The below are conditions of employment for all roles.

- Demonstration of a non-stigmatising attitude towards mental illness.
- An understanding of, and an interest in, mental health issues. Familiarity with mental health terminology, and a willingness to complete a Mental Health First Aid course.
- A full unrestricted Australian work permit or visa.
- A National Police Check is required to be obtained upon appointment to MHFAI and every three years thereafter.
- Working with Children's Check required.

POSITION DESCRIPTION

Manager, Curriculum & Cultural Capability

ACCEPTANCE OF POSITION DESCRIPTION

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines, and systems of Mental Health First Aid International Ltd.

Employee Name:

Employee Signature:

Manager's Name:

Manager's Signature:

Date:

It is not the intention of the Position Description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned in this document may be altered in accordance with the changing requirements of the role.