

Position Description

Position Title	Business Partner Reconciliation (First Nations Identified)
Directorate / Service / Program	People & Capability
Reports to	Senior Business Partner DEIB
Location	Geelong
Classification	Social, Community, Home Care and Disability Services Industry Award Level 6
Term	Ongoing
Hours	Part-time (0.6 FTE)
Date Revised	May 2026

ABOUT US

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit meli.org.au.

POSITION OVERVIEW

The Business Partner Reconciliation supports Meli's commitment to reconciliation. This role works alongside the Reconciliation Executive Sponsor, Senior Business Partner DEIB and leaders to drive the development, implementation and monitoring of Meli's Reconciliation Action Plan (RAP). It helps to ensure actions are meaningful and reflected in everyday work across the organisation.

This role also shares cultural knowledge to support the learning and understanding across the workforce. It works with teams to strengthen cultural safety and inclusive practices, helping Meli take an approach that is respectful, grounded and connected to First Nation's communities.

At the heart of this role are the relationships that are built, nurtured and strengthened within Meli and with the communities Meli works with and alongside.

KEY ACCOUNTABILITIES

Duties of this position may include, but are not limited to the following:

- Support the delivery and monitoring of Meli's Reconciliation Action Plan (RAP), including preparing updates in line with Reconciliation Australia requirements.

- Chair and support the Reconciliation Working Group, helping create a space where members feel connected, informed and able to contribute.
- Build and maintain respectful, ongoing relationships with Aboriginal Community Controlled Organisations (ACCOs), community groups and networks.
- Work alongside Meli leaders to strengthen respectful and reciprocal relationships with local Aboriginal communities.
- Share cultural knowledge and support learning across the organisation, grounded in First Nation's ways of knowing, being, and doing.
- Support teams to understand their role in reconciliation and how their work connects to RAP commitments.
- Support the Meli's leaders to build relationships with local communities, including taking part in truth-telling and community conversations.
- Stay connected to First Nations-led approaches to reconciliation and share learnings to inform and strengthen Meli's work.

Organisational Accountabilities:

- Apply Meli quality and risk management frameworks.
- Understand and comply with the standards of a child safe organisation in both practice and culture.
- Active involvement in professional development to build knowledge and skills.
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Identify as Aboriginal and/or Torres Strait Islander (highly valued)
- Cultural competency and an understanding of Australian First Nations' ways of knowing, being and doing.
- Experience in working collaboratively with a range of key groups within Meli and the wider community including a connection to, and understanding of, local Aboriginal communities.
- Understanding of the development and delivery of Reconciliation Action Plans.
- Experience managing and delivering projects like Reconciliation Action Plans.

OTHER REQUIREMENTS OF THE ROLE

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Police Check
- International Police Check (if required)
- The right to work in Australia

KEY STAKEHOLDERS

- Meli employees
- Government and relevant Funding Bodies
- Partner Organisations.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

REQUIRED ACTIVITIES / WORKING ENVIRONMENT	FREQUENCY
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Sometimes
Working in buildings which may have stairs <i>(Reasonable adjustments can be made)</i>	Sometimes
Travelling, in & out of vehicles <i>(must have the ability to travel independently)</i>	Sometimes
Bending, lifting, pushing, pulling	Rarely
Working alone or at a co-located site	Rarely
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Rarely
Working outside in differing weather conditions	N/A
Working on-call and/or after hours	N/A
Attending external locations including client homes	N/A

INCLUSION STATEMENT

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

CHILD SAFETY STATEMENT

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

EMPLOYEE DECLARATION

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.