



Position Description

Title:	Executive Director Education Services
Unit:	Education Services Unit
Reports To:	Chief Operating Officer
Time Fraction:	Full-time
Employment Status:	3 year maximum term contract
Location:	17-23 Sackville Street, Collingwood 3066

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply

Organisational Overview

The Victorian Aboriginal Community Controlled Health Organisation (VACCHO) is peak body for Aboriginal health and wellbeing in the State of Victoria. VACCHO provides leadership in community control and health equality for Aboriginal organisations and communities. We are a centre of expertise, policy advice, training and innovation in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Background

VACCHO is embarking on an organisational re-design to create greater efficiencies, integration, and responsiveness across our core activities, which includes Member, community and organisational support, advocacy, research and educational services.

The Executive Directors of newly formed units within the redesign will form a highly motivated Executive team of VACCHO. The roles will be responsible for the implementation and transition to the new structure and play a key role in the change management process underpinning successful change.

The Executive Director will drive innovation in the structure and function of the team. As an active member the Executive team at VACCHO, the Executive Director will provide leadership and advice on high-level strategic issues to the COO, CEO and Board, and be a key player in implementing strategies to achieve the goals in our Strategic Plan.

Unit Overview

The Education Services Unit is the commercial arm of VACCHO (fee-for-service basis) and delivers VACCHO's accredited and non-accredited education and training programs. VACCHO is a Registered Training Organisation (RTO) and is registered with the Australian Skills and Qualifications Authority (ASQA) and complies with the National VET Regulator Act and National VET Qualify Framework. In addition, the Education Services Unit also delivers high quality Aboriginal cultural safety training. This training has been developed in accordance with community consultation and the National Aboriginal Community Controlled Health Organisations (NACCHO's) Cultural Safety Training Standards.

Executive Director Responsibilities

The team of Executive Directors will individually and collectively:

- Maintain a steadfast commitment to Aboriginal culture and self-determination and the philosophy of Aboriginal Community Control. Providing leadership in working with VACCHO members and other stakeholders to achieve gains in Aboriginal health and wellbeing
- Ensure policy, planning and decision-making are based on community wisdom, research and data, which together form best practice and evidence
- Maintain and further develop strategic alliances, partnerships, networks and other collaborations between VACCHO and government, non-government agencies to support the goals of VACCHO member organisations and the VACCHO Strategic plan
- Effectively manage the Unit's obligations of Human Resources, Risk Management Financial Management, Compliance Management and Continuous Quality Improvement
- Model and promote VACCHO values in all areas performance, promoting cultural safety, understanding, wellness, communication, responsibility and collaboration.

Role Overview

The position of the Executive Director is to lead education and training services in accordance with VACCHO's goals, strategies and objectives, and to ensure the VACCHO RTO provides a high quality, compliant and engaging service that is responsive to the needs of VACCHO members.

Key Responsibilities and Accountabilities

- Maintain a steadfast commitment to Aboriginal culture and self-determination and lead the way in working with members and other stakeholders to achieve gains in Aboriginal Health and wellbeing
- Ensure policy, planning and decision making are based on research, data, community experience and knowledge which together form best practice and evidence.
- Future planning and developing programs and training profitability for the unit
- Effectively lead the RTO to identify, recommend, develop and implement qualifications, programs and courses
- Maintain ASQA Certification Status and ensure requirements of the National VET Regulator Act and the conditions of funding agreements are fully achieved
- Develop and implement a communication and marketing strategy that maintains strong business growth and sustainability

Corporate responsibilities

- Attend team and unit meetings, staff and other meetings
- Prepare reports as deemed necessary from time to time by the COO and CEO
- Attend training as required
- Perform other duties relevant to the position as directed by the Director
- Act at all times in a professional manner and ensure the confidentiality of employees

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (Equal Opportunity Act 2010)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (Victorian Occupational Health and Safety Act 2004)
- VACCHO requires employees to understand the requirements of quality systems and continuous improvement (ISO 9001)
- VACCHO requires employees to adhere to a Code of Conduct, including commitment to confidentiality and conflict of interest declarations

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian Drivers Licence is required
- Travel is a requirement of this position. This includes travel across Victoria and occasional inter-state travel
- VACCHO is a Smoke Free Workplace.

Key Selection Criteria

- Demonstrated understanding and commitment to holistic Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- An understanding and ability to articulate Aboriginal self-determination, community advancement and capacity building, as well as to a high quality of service delivery and organisational excellence
- Knowledge of, or the ability to acquire knowledge of, health and wellbeing approaches programs and how they relate to Aboriginal communities in Victoria
- Demonstrated experience in leadership and staff management including responsibility for effective service delivery, staff capacity building, and creating and maintaining an effective and highly motivated team
- An understanding of all legislative requirements across the VET sector, including the VET Quality Framework and State and Federal Funding Programs
- Experience in strategically leading the RTO's business and administrative systems, and external and internal audits

- Proven ability to identify innovative solutions to multi-faceted issues, and create risk analysis to ensure compliance and commercial obligations are met
- Demonstrated excellent emotional intelligence and interpersonal skills to develop, maintain and enhance relationships, facilitate consultation, and highly developed influencing and negotiation skills to gain co-operation of others in achievement of objectives
- Current Certificate IV in Training and Assessment or higher and minimum three years' experience in a senior RTO position
- Relevant tertiary qualifications in education.