



Position Description

Title:	Executive Director Member, Organisational and Community Services
Unit:	Member, Organisational and Community 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 the 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 Member, Organisational and Community Services provides a strategic, coordinated and evidence based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes.

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. Provide leadership in working with 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 Units obligations of Human Resources, Planning, 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 Member support and workforce in accordance with VACCHO's goals, strategies and objectives, underpinned by the principles of self-determination, to improve services that directly improve the health and wellbeing of Aboriginal people in Victoria.

The role will manage the following state-wide programs including:

- Koori Maternity Strategy
- Social & Emotional Wellbeing
- Improving Care of Aboriginal Patients
- Koori Mental Health
- Aboriginal Metropolitan Ice Partnership
- Drug and Alcohol
- Palliative Care
- NDIS Support

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
- Consult and collaborate with members and stakeholders to develop robust, health and wellbeing systems infrastructure sustained through the development of culturally safe quality services

- Proactively lead the design of robust health systems to strengthen the Community Controlled health sector in Victoria
- Develop and implement a 10 year Industry Plan for VACCHOs members to implement innovative business models to increase ACCOs economic independence and ensure long-term sustainability
- Oversee the implementation of the VACCHO's Member support model
- Be a driving force in improving services for Aboriginal peoples in Victoria
- Provide high-level strategic direction and leadership to support ACCOs to build their capacity to operate efficiently to deliver services that will improve health and wellbeing outcomes for Aboriginal peoples in Victoria.

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

- Strong understanding and the ability to articulate key issues of holistic Aboriginal health and wellbeing
- Minimum three years' experience at a senior management and leadership level
- 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
- Experience in implementing strategic goals and approaches to ensure the Unit delivers quality project outcomes that are on time and within budget across the range of functions
- Experience in developing project plans and to ensure operational teams provide specialist advice, support and assistance to Member organisations and workforce
- Ability to shape strategic direction and nurture high performance through mentoring and coaching to build capacity within the team
- 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
- Tertiary qualification in public health, community development or other relevant field.