

## Position Description

<b>Title:</b>	Executive Director, Research and Policy
<b>Unit:</b>	Research and Policy Unit
<b>Reports To:</b>	Chief Operating Officer
<b>Time Fraction:</b>	Full Time
<b>Employment Status:</b>	3 year maximum term contract
<b>Location:</b>	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 Research and Policy Unit leads the development of well-reasoned, evidence based policy and advocacy to ensure that VACCHO and its members are strategically positioned to improve the Aboriginal community's health and wellbeing outcomes.

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## 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 Units obligations in strategic and operational 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 the research and policy in accordance with VACCHO's goals, strategies and objectives, underpinned by the principles of self-determination, to produce and communicate effective, evidence based advocacy positions to improve the health and wellbeing of Aboriginal people in Victoria.

## Key Responsibilities

- Work with and through all levels of government and other bodies (Aboriginal and non-Aboriginal) to achieve better health and wellbeing outcomes for Aboriginal peoples in Victoria
- Lead and implement the VACCHO Data and Research strategy to expand our data collection and support data sovereignty
- Support and implement a collaborative approach with Members and key stakeholders that results in more strategic use, interpretation and analysis of meaningful data within the sector
- In consultation with VACCHO's CEO Board and members determine VACCHO's Research, evaluation and advocacy priorities
- Develop and implement a three year policy and research strategy to ensure VACCHO has direct influence on State and National policy related to Aboriginal health and wellbeing
- Oversee high level research, evaluation and strategic policy advice to the CEO, Board VACCHO Members and relevant stakeholders
- Develop a strategy to ensure all VACCHO policy position statements and advocacy are informed by evidence based practice, knowledge and research

## 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

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- 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 current Working with Children Check is required
- A Victorian Drivers Licence is required. The position may require travel throughout the state of Victoria and occasional interstate travel.
- VACCHO is a Smoke Free workplace

### **Key Selection Criteria**

#### **Essential**

- 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
- Demonstrated 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
- Experience and background in qualitative and quantitative research, data collection and analysis
- Ability to translate research findings into practical solutions that strategically inform policy and program development
- Exceptional stakeholder-engagement and relationship building skills underpinned by a proven ability to develop clear and considered advocacy strategies
- Experience 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
- 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, research, policy or other relevant field.

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### Position Description Acceptance

I \_\_\_\_\_ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description

#### SIGNED by the EMPLOYEE

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Signature: Name: Date: ...../...../.....

#### SIGNED by the MANAGER

.....  
Signature: Name: Date: ...../...../.....

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