

POSITION DESCRIPTION

Position	Learning and Development Manager
Reports to	Executive Manager, Projects & Reform
Direct Reports	2
Status	Full time (38 hours pw)
Location	Based at the Preston office

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops, and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities

PROGRAM AREA

VACCA's Learning and Development Unit is responsible for providing training directed towards the Victorian Aboriginal community's ability to thrive, as culturally strong, empowered and safe. The Learning and Development Unit provides training with foundation principles of the right of Aboriginal people to self-determination and the rights of the child with commitment to uphold Victorian Aboriginal cultural protocols. The Learning and Development Unit will provide strategic training to internal staff and external organisations that seek to work towards the healing of the Aboriginal community through strengthening the safety, wellbeing and cultural connectedness of vulnerable community members, particularly children.

VACCA's Learning and Development Unit develops and delivers training internally at VACCA:

- To support VACCA staff development;
- To build individual and collective staff capacity at VACCA;
- To strengthen organisational engagement with VACCA's strategic direction; and
- To strive to meet the needs of our clients and their families in the most professional and culturally appropriate manner.

VACCA's Learning and Development Unit develops and delivers training externally from VACCA

- To support staff development in external organisations;
- To build individual and collective staff capacity in external organisations;
- To strengthen external organisations' capacity to support the realisation of VACCA's strategic direction; and
- To assist external organisations to better meet the needs of our clients and their families in the most professional and culturally appropriate manner.

POSITION SUMMARY

The Learning and Development Manager will lead the Learning and Development Unit to realise VACCA's strategic ambitions through targeted staff training that builds practice capability across all programs. The Learning and Development Manager will be accountable to the Director of Client Services Practice and Development with the aim of improving service provision for children, families and communities and promotes Aboriginal Self-Determination.

The Learning and Development Manager will oversee the development of the staff within the Learning and Development Unit and support the development of VACCA staff more broadly. The Learning and Development Manager will seek to strengthen external training opportunities so that external organisations can support Aboriginal children, families and communities.

RELATIONSHIPS

Internal: All VACCA Units and all VACCA staff

External: Government Departments including Department of Health and Human Services, Department of Education and Training, Department of Justice and Regulation, mainstream organisations, Aboriginal Community Controlled Organisations, Corporate Organisations, Aboriginal Community and Non-Aboriginal Foster Carers.

KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA's vision and purpose and the capacity to take a leadership role in championing these internally and externally
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- Experience in child and family sector
- Tertiary qualifications in education and/or training;
- Experience in developing and delivering education curriculum or training packages that are directed towards improved outcomes for children, families and their communities;
- Experience in the management of an enterprise Learning Management System, ideally Moodle-based;
- Experience in successfully leading diverse teams;
- Understanding of the issues to be addressed in mentoring and developing staff;
- Capacity to develop internal and external partnerships with a wide range of organisations such as DHHS, mainstream child and family welfare services and Government departments to support the provision of culturally competent services to Aboriginal children and families;
- Experience in developing data systems that track performance progression and maintaining records relating to all reporting requirements;
- Excellent time management and organisational skills;

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

POSITION ACCOUNTABILITIES

- Leading the Learning and Development Unit, ensuring the work of the unit supports VACCA's strategic direction
- Leading the design and on-going development of training: adult learning principles, curriculum and delivery
- Providing supervision and leadership to Learning and Development Team Leaders and training consultants
- Managing the Learning Management System
- Providing cultural oversight to ensure all training is culturally relevant, respectful and effective
- Leading the mentorship and development of staff within the Learning and Development Unit
- Participating as a leader at VACCA and representing the organisation at relevant organisational meetings, forums and training
- Developing and implementing a Business Plan that generates reliable internal funding streams and external income that ensures a viable and self-sustaining budget
- Establishing data systems and maintaining records relating to all reporting and administrative requirements associated with the provision of training and project work

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.