

POSITION DESCRIPTION

Position	Statewide Coordinator – Aboriginal Cultural Planning		
Reports to	Executive Manager - Statewide Programs		
Direct Reports	2 x Cultural Portal Content Developers		
Status	Fixed Term – 6 Month Maternity Backfill	Time Fraction	Full time – 38 hours
Award	SCHADS Level 6	Location	VACCA Preston - Mary St Office

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Statewide Coordinator role was established in 2016 to support the implementation and changes to cultural planning amendments in the *Children, Youth and Families Act 2005*. The aim of this role is to improve timeliness and quality of Cultural Plans being provided to Aboriginal children and young people in out-of-home care.

The Statewide Coordinator - Aboriginal Planning will provide leadership and advocacy to ensure the protection and promotion of the cultural rights of Aboriginal children, young people and their families are met. The coordinator is responsible for providing leadership, guidance and support for Senior Advisors across VACCA and all other ACCOs. They are also required to work collaboratively with DFFH to achieve program targets and goals.

This role also oversees the VACCA Dealy Story Program and online cultural information portal.

KEY RELATIONSHIPS

Internal:	VACCA Cultural Programs Team Leaders and Program Managers, Senior Advisors Cultural Support Planning, Statewide Executive Manager, CEO & OCEO Director, Comms Team, L&D team and other VACCA programs.
External:	ACCOs and CEOs where CSP programs are held, DFFH, Traditional Owner groups, ACF and other reporting bodies.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose.
- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Demonstrated experience in cultural support planning or other relevant sector or program experience.
- Demonstrated ability to complete reports to a high level and in a timely manner.
- Ability to communicate effectively with a range of stakeholders, i.e. Senior Advisors (CSPs), ACCO CEOs, DFFH staff in the Protection and Care Policy & Aboriginal Initiatives.
- Ability to work collaboratively in formal and informal partnerships with Aboriginal organisations and services, community sector agencies and government departments to achieve mutually agreed outcomes.
- Experience in delivering results that focuses on the best interests of the child and achieves positive, long-lasting outcomes for children and families.
- Experience in facilitating meetings or forums.
- Demonstrated ability to plan events and manage competing demands.

DESIRABLE

- High level knowledge and understanding of Indigenous issues, both in a Federal and Victorian context, and/or knowledge and understanding of the community services or child and family welfare sector.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.
- Current COVID-19 vaccination (including booster dose, as applicable)

Please note: This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people.

POSITION ACCOUNTABILITIES

- Provide statewide coordination of the cultural planning program including meeting and reporting of statewide service targets.
- Lead statewide sharing of practices of cultural planning across Victoria, with emphasis on highlighting promising practice and efficient service delivery.
- Establish, coordinate, lead and facilitate regular gatherings of Senior Advisors, including annual forums.
- To share information about innovative practice and provide information and training as identified.

- Liaise with key departmental representatives to ensure the cultural planning program meets legislative obligations, policy and practice requirements and needs of vulnerable Aboriginal children and young people living in out-of-home care.
- Lead statewide sharing of best practice for cultural planning across Victoria, with emphasis on highlighting promising practice and effective service delivery.
- Visit and support Aboriginal Community Controlled Organisations funded to provide cultural planning to ensure consistent service provision, identify and mitigate risks, and enable dispute resolution.
- Manage two content developers to ensure that the Deadly Story cultural portal contains relevant, up to date, and high-quality information that is readily accessible by children, young people, carers and professionals.

RELATIONSHIP MANAGEMENT

- Proactively engage and build relationships across VACCA and with external stakeholders

HEALTH, SAFETY & WELLBEING

- Travel is required for this role.
- 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 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.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.