

POSITION DESCRIPTION

Position	Senior Manager Social Policy	Position Number	CFW080
Reports to	Director – Office of the CEO	Direct Reports	Policy Officers
Status	Permanent	Time Fraction	Full time
Award	SCHCDSI Level 8	Location	Preston & hybrid

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

Supporting the Director, the Senior Policy Manager is responsible for policy briefs, presentations, speeches, media releases and research papers, at times including coordinating projects. In addition, the Senior Policy Manager will prepare and/or assist in the preparation of policy papers and briefs for the Director to provide to the Board, the CEO and the senior leadership group of VACCA. Supervision and management of staff is a feature of this role.

KEY RELATIONSHIPS

<i>Internal:</i>	Board, CEO, members of the Leadership Group, other employees and managers according to policy and project requirements
<i>External:</i>	Aboriginal Community Controlled Organisations (ACCOs), Ministerial offices, Government agencies, non-government organisations (NGOs)

KEY SELECTION CRITERIA

ESSENTIAL

The successful applicant will be able to demonstrate:

- Commitment and understanding for the values that underpin VACCA's 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 both in the Victorian community and Nationally
- Strong understanding and knowledge of government and policy, specifically at the Victorian State level
- Strong communication skills including producing high quality accurate papers, briefs and presentations and communicating complex ideas simply in person or in documents
- Proven ability to supervise, manage and support direct reports as well as provide guidance, direction and mentoring to others in the team
- Skills and experience planning and managing multiple concurrent projects including associated budgets
- Excellent computer skills across the Microsoft Office suite
- Strong organisational abilities and interpersonal communication skills and the ability to work to strict deadlines while maintaining attention to detail
- Proven ability to work independently and within a collaborative team environment

REQUIREMENTS

- Minimum degree qualified Social or Public policy or related field along with considerable experience in policy and/or research
- Experience in a senior policy or management role in the government or non-government sector, preferably in Aboriginal affairs
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working With Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Provide authoritative advice to the Director on public policy matters including sector reform initiatives, Aboriginal affairs, Treaty matters and Self-determination.
- Contribute to major VACCA-led projects and policy work relating to the development, co-ordination and implementation of public sector reform and performance.
- Supervise and coordinate staff on policy, research and projects
- Initiate, manage and maintain close liaison and effective relationships with senior stakeholders including providing authoritative advice and representing VACCA's views on committees and task forces.
- Prepare reports, correspondence, accounts, briefings, events, speaking notes, and submissions, as well as responses to stakeholders and correspondence
- Analyse and critically evaluate information and the potential implications and risks of proposed policy options to provide timely advice
- Diagnose emerging issues, obstacles, opportunities and the strategic implications of an issue in the internal and external environment

- Monitor Government policies, programs and services, in order to advise the Director
- Provide supervision and coordinate policy and research work within the Policy Team
- Work effectively in small project groups within a larger team

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 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

- Proactively participate in team project initiatives, meetings, trainings, forums and events
- Support other team members in periods of high demand and during periods of absence

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) Screening (Tier 3) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.