

POSITION DESCRIPTION

Position	Senior Policy Officer (Identified Position)	Position Number	1530
Reports to	Senior Manager, Social Policy	Direct Reports	Nil
Status	Part Time (negotiable)	Time Fraction	0.6-0.8 FTE
Award	SCHADS 6	Location	Preston

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

SOCIAL POLICY TEAM

The Aboriginal Strategic Governance Forum (ASGF) is the principal Aboriginal advisory and decision-making forum for the child and family welfare, family violence and housing portfolios under the Department of Families, Fairness and Housing (DFFH). The ASGF sets the strategic direction for these portfolios and provides advice to other Victorian Government departments on portfolio matters. It also resolves strategic cross cutting issues escalated by Divisional Aboriginal Governance Committees and provides oversight and direction to these committees.

The ASGF Koorie Caucus provides a strong governance platform for peak Victorian Aboriginal organisations to advocate for broad community interests at ASGF meetings and government actions under the Korin Korin Balit Djak Framework. ASGF Koorie Caucus also provides advice on the key strategic directions for DFFH portfolios as well holds DFFH to account for the delivery and achievement of its policy objectives and outcomes. As such, Koorie Caucus identifies priorities, provides direction and oversight across DFFH's implementation of Korin Korin Balit Djak System Transformation five reform areas – Self-Determination and Governance; Funding and Commissioning Reform; Data and Knowledge; Leadership and Workforce; and Cultural Competency.

The ASGF Koorie Caucus Secretariat provides administrative and policy support to the Koorie Caucus.

POSITION SUMMARY

Supporting the Senior Manager, Social Policy, this role is responsible for policy briefs, papers and reports, presentations and research papers on behalf of the organisation. The role also plays a critical support function to the ASGF Koorie Caucus and other Caucuses as directed and will support the secretariat functions for Koorie Caucus meetings and effective communication amongst members, alongside other

Policy Officers and the Director, Office of the CEO.

This role is part of bigger reforms and support advocacy and research opportunities including Yoorrook Justice Commission, Close the Gap Partnership Forum, relationships with the First peoples Assembly of Victoria and other agreements that VACCA are party to or seek to influence.

KEY RELATIONSHIPS

Internal: Office of CEO including the Policy Team, Director, CEO, other members of the Leadership Group and other staff and managers as required.

External: ASGF Koorie Caucus members, Aboriginal community-controlled organisations (ACCOs), Ministerial offices, Government agencies, non-government organisations.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment to and understanding of the values that underpin VACCA' vision and purpose.
- 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 impacts upon Aboriginal communities, particularly intergenerational impacts of past government policies and the removal policies that led to Stolen Generations.
- Excellent organisational and administrative skills with demonstrated capacity to coordinate and implement multiple projects at a time.
- Proficiency in the use of MS Office Software (particularly MS Word, Excel, Outlook, Adobe), and a willingness to learn new systems.
- Demonstrated professional, interpersonal and communication skills, to engage with a variety of stakeholders, including the capacity to communicate effectively with members of the Aboriginal and Torres Strait Islander community.
- A commitment to establishing and maintaining collaborative relationships with, colleagues, government departments, sector partners and the Aboriginal Community.
- Awareness of Aboriginal Affairs both at a State and National level.
- Proven ability to work as part of a multidisciplinary team, sharing individual skills and knowledge.

DESIRABLE

- **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.**
- A tertiary qualification in community services, social work, social science, or a related discipline will be highly regarded.
- At least two years' experience working in a similar role in either the Aboriginal Community-



Controlled Sector or community services sector.

REQUIREMENTS

- You must have and continue to hold a current employment Working with Children Check.

POSITION ACCOUNTABILITIES

- Provide advice to the senior Manager/Director on public policy matters
- Prepare reports, correspondence, accounts, briefings, events, speaking notes, and submissions, as well as responses to stakeholders and correspondence
- Support the planning and coordination of ASGF Koorie Caucus meetings, as well as any additional meetings, scheduling, preparing and sharing agenda and papers with members in advance, taking minutes and following up with Caucus members as required.
- Support the coordination and convening of working groups to support policy work as needed
- Support and maintain close liaison and effective relationships with senior internal and external stakeholders including Koorie Caucus members and Aboriginal Self-Determinations and Outcomes Division, DFFH.
- Provide quality analysis and critical evaluation of information and the potential implications, opportunities and risks of proposed policy options and provide timely advice.
- Work positively and effectively in a small team environment.
- Attend all meetings of ASGF and Koorie Caucus as required.
- Support the work of VACCA's Policy Team as required

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

- 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.



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