

## POSITION DESCRIPTION

<b>Position</b>	Policy Officer (2 x positions)
<b>Reports to</b>	Policy Manager
<b>Direct Reports</b>	N/A
<b>Status</b>	Full-time 38h pw, 0.8 eft considered
<b>Location</b>	Based at the Preston office, flexible working arrangements offered.

## 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.

## PROGRAM AREA

The two newly created Policy Officer positions will sit within the Office of the CEO and report to the Policy Manager and the Director of the Office of the CEO. The Office of the CEO includes, Policy, Communications, Fundraising and Resources.

## POSITION SUMMARY

Working in the Policy team, as part of the Office of the CEO you will be supporting the Client Services Directors in policy, advocacy and research with a particular focus on family violence. You will be responsible for undertaking in depth research, advocacy and policy work. Additional policy and project work across other portfolio areas may also be required.

This position will require a high level of research, analytical and writing skills, and as well a sound level of understanding and knowledge of Aboriginal policy. .

## RELATIONSHIPS

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

*External:* Aboriginal community-controlled organisations (ACCOs), Ministerial offices, Government agencies, non-government organisations.

## KEY SELECTION CRITERIA

- **Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.**
- Demonstrated understanding of, and commitment to, the values that underpin VACCA' 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.
- 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
- Strong understanding of the impact of family violence on Aboriginal communities and the broader policy context including the Dhek Dja: Safe Our Way – Strong Culture, Strong Peoples, Strong Families Agreement.
- Minimum 1-2 years' experience in a policy, project or research role
- Strong research, analytical and writing skills (examples of work may be requested from shortlisted applicants)
- Strong data analytics skills
- Strong organisational and coordination skills with experience in delivering projects highly desirable
- Proficiency with MS Office and intranet-based information.
- Excellent written and verbal communications
- Excellent time management skills and commitment to high quality customer service.
- Commitment to VACCA's vision, mission and purpose.
- Formal qualifications in social policy would be highly regarded.
- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

## POSITION ACCOUNTABILITIES

## KNOWLEDGE AND SKILLS

- Understanding and knowledge of Aboriginal affairs both at a state and national level.

- Understanding and knowledge of government and policy especially at the Victorian state level
- Experienced research skills; both in desktop and participatory research.
- Strong ability to communicate ideas through written papers, briefs and presentations
- Strong writing, proof reading and communication skills with superior attention to detail
- Strong verbal communication skills with ability to communicate complex ideas simply

## PERSONAL QUALITIES

- **Managing Oneself:** Manages and cares for self to maintain resilience and support when working within a challenging operating environment.
- **Teamwork:** Cooperates and works well with others in the pursuit of team goals. Collaborates and shares information. Shows consideration, concern and respect for others' feelings and ideas. Accommodates and works well with the different working styles of others. Encourages resolution of conflict within group.
- **Initiative and Accountability:** Proactive and self starting. Seizes opportunities and acts upon them. Takes responsibility for own actions.
- **Integrity:** Committed to Aboriginal communities. Operates in a manner that is consistent with VACCA code of conduct. Inspires trust by treating all individuals fairly.

## POSITION ACCOUNTABILITIES

- Provide informed advice to the CEO, OCEO Director and Client Services Directors and Policy Manager on public policy matters with a particular focus on family violence but may also include child and family welfare, youth justice, homelessness, f social and emotional wellbeing, treaty, self-determination and Aboriginal affairs in Victoria more broadly.
- Support the development and implementation of projects.
- Draft reports, correspondence, accounts, briefings, events, speaking notes, submissions, response to stakeholders and correspondence and funding submissions.
- Analyse and critically evaluate information and the potential implications and risks of proposed policy options to provide timely advice
- Monitor Government policies, programs and services, in relation to Aboriginal Affairs in Victoria in order to advise the CEO and Office of the CEO.
- Work effectively in small project groups within a larger team.

## QUALIFICATIONS AND EXPERIENCE

### Desirable

- Experience in a policy research officer role in the government or non-government sector preferably in Aboriginal affairs
- Experience in coordination and implementation of projects
- A tertiary degree in a relevant field
- Knowledge and understanding of Aboriginal issues, both in a federal and Victorian context,
- Knowledge and understanding of the community services or child and family welfare sector.

## 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 internal 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 such as pos from time to time
- 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.

VACCA is working to ensure our organisation and services are safe, inclusive and welcoming for LGBTIQ+ staff, young people, carers, families and community. To achieve this we are working towards obtaining accreditation under Rainbow Tick Standards. Accreditation assures community and staff that VACCA is a safe and inclusive organisation for LGBTIQ+ people and serves as a framework for continual improvement.