

POSITION DESCRIPTION

Position	Senior Project Officer - Engagement and Facilitation , Research and Evidence Development Team
Reports to	Senior Manager, Implementation and Capacity Building, Research and Evidence Development Team
Direct Reports	N/A
Status	Full time
Location	Based at the Bell Street, Preston office

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.

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

The Research and Evidence Development Team is responsible for developing and implementing culturally grounded research and evaluation approaches, policies, procedures and tools. The team supports our service staff to design their programs, carries out evaluations to see what works for families and children and how to improve our services, and undertakes various research projects. This is an exciting time for the team which is leading an organisational change in ways of doing research and evaluation that are culturally safe, and value Aboriginal knowledge and ways of working. As a direct service delivery agency, VACCA has made a significant investment in evaluation and research and is being acknowledged as leading Aboriginal approaches in program design, evaluation and research in the Aboriginal community services sector.

POSITION SUMMARY

The Senior Project Officer - Facilitation and Engagement plays a critical role in supporting the team in research and evaluation projects within VACCA. They will support the engagement of Aboriginal Community members and staff to participate in research and evaluation activities. They will do interviews and group discussions/yarning circles with Community members and practitioners to understand their experience and perspectives, what has worked and what aspects of programs could be improved or strengthened. The Senior Project Officer will also use their knowledge of Community, culture and Aboriginal ways of knowing and doing to advise the team on engaging with Community and our evaluation approaches.

RELATIONSHIPS

Internal: VACCA staff and Community, including client services regional management and staff, corporate program staff.

External: Government departments, Aboriginal Community Controlled Organisations, other child and family welfare services, external research agencies as appropriate

SELECTION CRITERIA

VACCA is seeking a candidate with experience in the following areas but is committed to providing training and support to candidates who are the best overall fit for the position:

Cultural competence – A commitment to VACCA's vision and purpose, awareness and appreciation of Aboriginal societies and cultures, an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people. An understanding of the impact of evaluation and research practices on Aboriginal Communities and strategies to minimise burden and enhance the use of evaluation and research for Aboriginal Communities. Ability to share cultural knowledge and provide advice with the team.

Engagement and facilitation skills – experience in engaging with and running group or individual processes to consult/yarn with Aboriginal Community members and professional staff for the purpose of understanding their views and experiences, and testing ideas. Ideally this is in relation to service delivery and lived experience of Community members. This includes understanding how to design sessions and manage group sessions safely and effectively.

Context and sector knowledge – understanding of the Child and Family Services system in Victoria and issues facing Aboriginal families and the types of supports provided.

Organisational and team skills - time management and the ability to work as an effective team member, delivering on own tasks within team projects, supportive of colleagues, including in periods of high demand, strong organisational skills

Reflective practice and willingness to develop professionally – capacity to reflect on own practice, commitment to professional development.

IT skills – Microsoft Office, experience in working with recording equipment.

Interpersonal competence – good written and verbal communication skills; ability to communicate sensitively and effectively with VACCA staff across the organization and programs; demonstrated experience in building supportive working relationships.

The successful applicant will possess:

- The ability to work flexible hours when required

Desirable:

- Knowledge of the child and family services sector (desirable)
- Certificate or Diploma in social sciences or related field (desirable)

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 (minimum one dose, prior to commencement)

POSITION ACCOUNTABILITIES

Senior Project Officer, Facilitation and Engagement

The successful applicant will be supported to implement the following tasks:

- Provide cultural advice about how to do safe and appropriate research and evaluations with Community
- Support the identification and engagement of participants for research and evaluation projects
- Organise and conduct interviews with participants, including Community members and VACCA staff, with consultation guidance
- Organise and conduct yarning circles, with consultation guidance
- As part of the Research and Evidence Development Team, co-facilitate internal workshops with program staff for research and evaluation projects
- Contribute to improving the Research and Evidence Development Team's way of working

- With support from other colleagues in the Outcomes and Evaluation Team, provide cultural advice to the VACCA Research Advisory Group.

Other:

- Represent VACCA at external meetings
- Participate in team meetings, training and other relevant forums as required
- Other duties as requested.

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.
- 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.