



## POSITION DESCRIPTION

<b>Position</b>	<b>Executive Manager, VACCA West</b>
<b>Reports to</b>	<b>Director, VACCA West</b>
<b>Direct Reports</b>	<b>Direct reports: Senior Program Manger Family Violence, Senior Program Manager Out of Home Care and Operations and Projects Manager</b>
<b>Status</b>	<b>Full time (38 hrs pw)</b>
<b>Location</b>	Werribee/Melton

## 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.



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## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## PROGRAM AREA

VACCA West Client Services provides a range of programs for Aboriginal families across a continuum of support ranging from early intervention and prevention work to the provision of both secondary and tertiary services.

Our programs work towards self-determination and healing of the Aboriginal community by embedding culture and strengthening the safety and wellbeing of vulnerable community members, particularly children.

Programs are delivered in line with an integrated model of service delivery and whilst staff are allocated to program areas, it is expected that they can and are able to work across all program areas within the VACCA West Client Services Team.

## POSITION SUMMARY

The Executive Manager West, has overall responsibility for VACCA West programs, and plays a key leadership role that includes supporting the Director VACCA West.

The Executive Manager VACCA West is expected to work both independently and collaboratively and work closely with other senior managers as part of the VACCA West Client Services Leadership Group.

As an active member of the Executive Team, the Executive Manager is expected to play a major role in ensuring the organisation's vision, goals and annual priorities are achieved and that our organisational values are promoted and celebrated across the whole organisation.

## KEY RELATIONSHIPS

*Internal:* Director VACCA West, Executive Managers, other Senior Program Managers, Program Managers, Program Staff, Executive Director Strategy and Services, Client Services Exec, Finance, Human Resources

*External:*

The local Aboriginal community and various local Aboriginal networks; Department of Families, Fairness and Housing- Child Protection; Victoria Police; drug and alcohol services, housing services, mainstream community sector organisations and other stakeholders, government departments, philanthropic trusts and foundations.



## KEY SELECTION CRITERIA

- 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.
- Extensive experience in working and engaging with Aboriginal families and children, and managing programs in the child and family services sector and out-of-home care.
- Extensive knowledge and experience working in the statutory child protection service system, including a sound knowledge of relevant child protection legislation.
- Demonstrated experience in leadership and management at a high level.
- Excellent interpersonal and communication skills; the capacity to liaise and negotiate with funding bodies and other agencies; and the capacity to promote and represent VACCA in the community.
- Extensive experience and skills in critical thinking and strategic management.
- Proven ability to work within a regulatory framework and ensure compliance requirements are met.
- Proven experience in: People Management, Risk Management, Budget Management, and Reporting

## REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a National Police Check.
- Current COVID-19 vaccination, including booster dose as applicable.

## POSITION ACCOUNTABILITIES

- To lead and direct all VACCA West programs, and ensure they meet legislative requirements, comply with legislative frameworks, accreditations and that appropriate accountabilities are met and reported on regularly.
- To ensure VACCA's Cultural Therapeutic Ways is embedded in all aspects of program delivery and ensure cultural safety in all activities.
- To ensure program budgets are developed, reviewed and managed in accordance with VACCA requirements.
- To manage risk across the portfolio and ensure systems are in place to manage and mitigate risk, including escalating high risk, media alerts or potential Commission involvement to the Director VACCA West or the Executive Director Client Services.
- To oversee the review and analysis of CIMS for key themes and practice improvements and escalate to Director.



- To oversee service delivery tracking and reporting on the Funded Agency Channel, and trouble shoot if not meeting performance targets.
- To actively engage with Elders and the Aboriginal community, to understand community needs and aspirations.
- To oversee staff development, training and wellbeing activities, and implement strategies to enhance Aboriginal leadership capability across the portfolio.
- To establish and implement systems to develop, implement and evaluate VACCA's strategic plan and priorities.
- To support, develop and mentor VACCA West Client Services' managers.
- To undertake high level negotiations influence, and advocate with Aboriginal agencies, government bodies, community sector organisations, to enhance service delivery and policy development for the benefit of Aboriginal children, families and communities, including the Wungurilwil Gapgapduir: Aboriginal Children and Families Agreement and Strategic Action Plan.
- To enhance the strategic capacity of VACCA to influence policy and service development and manage change in a constructive manner.
- To ensure the provision of a range of high-quality responsive services through appropriate policy and program development, supervision, support, professional development and staff appraisal systems.
- To support the implementation of new VACCA West Client Services initiatives, program and projects.
- To act as the Director and/or represent the Director at meetings, forums and events, including Carers Services, the Aboriginal Children's Forum, WGGD, etc.
- To work within delegations of authority e.g. financial delegations and Nugel. - To prepare Board and other reports

## 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

- Provide executive support and advice to Nugel Morwell - ACF preparation



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- Develop and deliver presentations.
- 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.