



Position Description

Title:	Project Manager – Information Linkages & Capacity Building (ILC) Project
Unit:	Policy and Advocacy Unit
Reports To:	Manager, Policy and Advocacy Unit
Time Fraction:	0.4 - 0.6 FTE
Employment Status:	Fixed Term
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Unit Overview

The role of the VACCHO Policy and Advocacy Unit is to advocate for policy, program and systems change to achieve health and wellbeing equity for all Aboriginal people in Victoria

Role Overview

The position of the Project Manager is to support, VACCHO Members funded under the *No one's left out: improving support for Aboriginal people with a disability Project (No one's left out Project)* in achieving the stated aims of the project.

Key Responsibilities

1. Project manage the *No one's left out Project*, including development, implementation and monitoring of a project plan, budget and timelines, risk management, and oversight of an independent evaluation.
2. Establish and provide secretariat services for the Project Reference Group.
3. Support members' implementation of their local *No one's left out Project* activities, including through:
 - a. Coordination of workshops and other development opportunities, including identification of key learning needs and facilitating access to appropriate expertise.
 - b. Collaborative work with Members to develop tools/resources that enable specified project outcomes.

4. Support the building and maintenance of positive relationships with key stakeholders with a focus on building networks including government, non- government, health, research, disability, Aboriginal community-controlled organisations, partner organisations and mainstream peak bodies and service providers.
5. Provision of reports to the project's Reference Group and to the funding bodies as required.
6. Seek opportunities for organisational, personal and professional development which will build capacity to enhance project outcomes.
7. Undertake other duties which are appropriate to the level of the position, as directed by the Unit Director to meet unit objectives.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian Drivers Licence is required.

Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities, mainstream health organisations and individuals in culturally appropriate ways.
- Knowledge and understanding of, or the ability to acquire knowledge of, disability issues affecting Aboriginal Australians
- Strong project management skills, including budgeting, scheduling, reporting and risk management
- Good written communication and research skills including the ability to write referenced reports, policy and correspondence in a clear and effective manner.
- Self-motivated with ability to work independently and as an effective team member.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and tight deadlines
- Ability to identify and analyse problems, establish appropriate solutions and recommendations using analytical and conceptual skills.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times

- Excellent interpersonal and communication skills to liaise effectively with a wide range of people and develop and maintain effective working relationships at all levels.
- Well-developed skills in Microsoft Word; Excel and Outlook

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander
- Relevant qualifications and/or experience in Aboriginal health, community organisations and disability service provision.
- Strong understanding of the National Disability Insurance Scheme and the transition environment.