



Position Description

Title:	Project Officer, Governance Training Program
Unit:	Sustainability and Business
Reports To:	Manager, Sector Quality
Time Fraction:	Full-time
Employment Status:	12 month fixed term
Salary Range:	\$65,000 - \$75,000 per annum, plus superannuation VACCHO offers attractive salary packaging options
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.

VACCHO is governed by a Board of Directors elected from the Membership to represent ACCHOs across Victoria.

VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality Policy Development and Advocacy
- Quality Partnership & Networks

Unit Overview

The Sustainability and Business Unit aims to support the sustainability of the Aboriginal Community Controlled sector in Victoria through the following mechanisms:

- Strengthening the organisational capacity of member organisations,
- Development of resources to support organisational capacity and good business systems,
- Provide fee-for-service supports and operations to organisations,
- Assist service providers to improve accessibility for Aboriginal and Torres Strait Islander people by creating culturally safe and culturally friendly environments,
- Develop VACCHO's capacity to build an economically sustainable business model which identifies revenue raising opportunities separate to the traditional internal revenue sources.

Team Overview

The Sector Quality Improvement Team provides support to VACCHO member organisations in the areas of governance, organisational planning and evaluation, human resources management, accreditation and quality improvement. Our approach draws on a range of tools and resources designed to identify gaps and areas for improvement through a comprehensive 'Organisational Health Check'.

Role Overview

This role is required to support the development and delivery of Governance training activities to Victorian Aboriginal communities and organisations. The role is crucial in ensuring that the Key Priority Indicators as outlined in service delivery contracts with Aboriginal Victoria are fully met in a timely and planned manner. The position plays a key role driving capacity building and hands-on support for the Victorian Aboriginal community, Boards of Directors, senior management and staff working in Aboriginal Community Controlled Organisations.

Key Responsibilities

1. Develop, maintain and update VACCHO's Governance training resources and materials (tools, templates, e-learning, facilitator/participant guides etc.).
2. Support the development and delivery of governance training frameworks (accredited and non-accredited) and capacity building workshops for staff and directors of Aboriginal organisations as well as the broader Aboriginal community.
3. Provide support on governance planning activities including intake of tailored governance support requests, drafting of relevant supporting materials and documents.
4. Management and maintenance of the Governance App and to ensure the content is always most current and up to date.

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
- VACCHO requires employees to undertake a *National Police Records Check*
- A *Victorian Drivers Licence* is required.

Key Selection Criteria

Required

1. Highly developed data processing skills and previous experience and knowledge of Microsoft Office Suite programs, Survey Monkey, web-based programs and other relevant IT programs.
2. Highly developed written communication skills (e.g. reports, resource development, training materials, policy and procedures, on-line and e-learning resources).
3. Knowledge of the Victorian community and services sector, with particular understanding of the Aboriginal Community Controlled sector.
4. Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control

5. Experience and sound knowledge of governance and organisational development and change.
6. Strong networking and stakeholder engagement skills (government, Member organisations and community)
7. Event management experience, including stakeholder forums and coordinating training workshops.
8. Problem solving and flexibility within changing environments.

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander
- Previous experience working directly with not for profit or community sector Boards.
- Certificate IV or equivalent in Training and Assessment or Governance

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description

SIGNED by the EMPLOYEE

..... Signature: Name:/...../..... Date:
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SIGNED by the MANAGER

..... Signature: Name:/...../..... Date:
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