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## Position Description

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<b>Title:</b>	Senior Policy Officer
<b>Unit:</b>	<b>Policy and Advocacy Unit</b>
<b>Reports To:</b>	Manager, Policy and Advocacy unit
<b>Time Fraction:</b>	Full-time
<b>Employment Status:</b>	up to 12 months, but may be extended
<b>Location:</b>	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 Policy and Advocacy Unit is to influence effective policy, program and systems change to achieve health and wellbeing equality for Aboriginal people living in Victoria.

The Policy and Advocacy Unit does this, by:

- providing advice to government to implement effective policies that are based on the principles of self-determination.
- providing the Board, CEO and VACCHO members with research and evidence based policy advice which empowers them in their leadership and advocacy roles
- facilitating consensus on key policy issues using community control principles,
- identifying, developing and enhancing networks and partnerships to facilitate reform in policy, funding, programs, and systems
- scrutinising public policy and the actions of governments

### Role Overview

The position of the Senior Policy Officer is to research, consult, produce and communicate effective, evidence based advocacy positions to improve the health and wellbeing of Aboriginal people in Victoria.

### Key Responsibilities and Accountabilities

1. Undertake Advocacy on behalf of VACCHO's goals, strategies and priorities with government, civil society organisations and partner organizations.

2. Interpret policy frameworks and provide authoritative and strategic advice to VACCHO and key stakeholders and members.
3. Assist with implementation of VACCHO's Strategic Plan, Operational Plan and Communications Strategy.
4. Contribution to the development of briefings, position papers, media releases, speeches and reports to support the work of VACCHO.
5. Provision of reports to the VACCHO Members and to the funding bodies as required.
6. Providing secretariat support to stakeholders where appropriate and multi-skill across the team to share the workload
7. Seek opportunities for organisational, personal and professional development which will add to VACCHO's overall capabilities.

#### **Corporate responsibilities**

- Attend team and unit meetings, staff and other meetings
- Prepare reports as deemed necessary from time to time by the Director
- Attend training as required
- Perform other duties relevant to the position as directed by the Director
- Act at all times in a professional manner and ensure the confidentiality of employees

#### **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**

##### **Skills and experience**

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting the health of Aboriginal Australians.
- Good written communication and research skills including the ability to write referenced reports, policy and correspondence in a clear and effective manner.
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels. An ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect.

- 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.
- Demonstrated consultation, influencing and negotiation skills.
- 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 deadlines.

#### **Desirable**

- Identifies as Aboriginal and/or Torres Strait Islander
- Relevant qualifications and/or experience in Aboriginal health and wellbeing contexts.