



Position Description

Title:	Policy Officer – Victorian Aboriginal Children and Young People’s Alliance
Unit:	Policy and Advocacy Unit
Reports To:	Manager, Policy and Advocacy Unit
Salary:	\$75,000 per annum
Time Fraction:	Full-time
Employment Status:	12 Months maximum term with possibility to extend
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 equity for all Aboriginal people in Victoria.

Role Overview

The position of Policy Officer is to support the Victorian Aboriginal Children and Young People’s Alliance, Senior Policy Officers, VACCHO Directors and CEO to ensure VACCHO and its Member organisations develop effective local, regional, state-wide and national advocacy responses for the health and wellbeing of Aboriginal children and families in Victoria.

Key Responsibilities

1. Contribute to the development of briefings, position papers, media releases, speeches and reports to support the work of VACCHO and the Alliance.
2. Assist with implementation of VACCHO and the Alliance Strategic Plan, Operational Plan and Communications Strategy.
3. Support the building and maintenance of positive relationships with key stakeholders. This will include forging and strengthening appropriate and ongoing linkages in government, non- government, health, research, Aboriginal community-controlled

organisations, partner organisations and mainstream peak bodies and service providers.

4. Provision of reports to the VACCHO Members and to the funding bodies as required.
5. Providing secretariat support to Alliance Members where appropriate and multi-skill across the team to share the workload
6. Seek opportunities for organisational, personal and professional development which will add to VACCHO's overall capabilities.
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 preferred. The position will require regular travel throughout the state of Victoria.

Key Selection Criteria

This position works with Aboriginal communities in Victoria and represents Aboriginal voices around the state. It is essential that the person who holds this position be an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under Section 14d of the *Anti-Discrimination Act 1977* that applicants are Aboriginal or Torres Strait Islander.

Skills and experience

- Demonstrated understanding and commitment to Victorian Aboriginal health and wellbeing, 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.
- 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

Relevant qualifications and/or experience in Aboriginal health and wellbeing, human/social services and/or community organisations.