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## Position Description

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<b>Title:</b>	Accreditation Support Project Officer
<b>Unit:</b>	Business Support
<b>Reports To:</b>	Manager – Sector Quality Improvement
<b>Time Fraction:</b>	Full-time
<b>Employment Status:</b>	Ongoing
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

### Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria 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 and wellbeing. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### Unit Overview

The Business Services Unit comprises of Member Support, Administration, Finance, Operations, Communications, Human Resources, Quality, Risk and Compliance, Sector Quality Improvement and Business Shared Services.

### Role Overview

- To assist member organisations in developing, reviewing and/or supporting ACCOs with their Quality Improvement plans in relation to continuous quality improvement and maintenance of their accreditation frameworks.

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### Key Responsibilities

- Assist, support and provide information to ACCOs who are embarking on or maintaining an accreditation process
- Provide guidance, advice and support on technical aspects of relevant accreditation frameworks and quality systems and improvement
- Liaise with appropriate stakeholders agencies with regard to accreditation frameworks and policies
- Assist with or contribute to reports for VACCHO management and VACCHO members Engage in internal quality improvement and administrative processes
- Provide ongoing support and assistance to the Sector Quality Improvement Team on priority projects
- Undertake other duties which are appropriate to the level of the position, as directed by the Team Manager and 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. The position will require travel throughout the state of Victoria and occasional interstate travel.

### 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 or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate way
- Experience with accreditation frameworks such as RACGP, DHHS, QIC, ISO and others relevant to community services in Victoria

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- Comprehensive understanding of quality, internal audits, compliance, risk management principles, frameworks and methodology
- Knowledge and experience in the development, implementation and evaluation of systems, policies and procedures and proven ability to prepare a range of documents including action plans, reports, and general correspondence
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels and an ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times
- 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 or experience in quality, risk and compliance or a related discipline
- An understanding of, or willingness to learn, processes relating to business systems, governance, compliance and risk management

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