



Position Description

Title:	Accreditation Support Project Officer
Unit:	Business Support
Reports To:	Manager – Sector Quality Improvement
Time Fraction:	Full-time
Employment Status:	Ongoing
Location:	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 Aboriginal Community Controlled Organisations (ACCOs) with their Quality Improvement plans in relation to continuous quality improvement (CQI) and maintenance of their accreditation frameworks.

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Key Responsibilities

- Work collaboratively with ACCOs to provide support and/or information to assist with the development, implementation or maintenance of CQI planning against relevant Quality Accreditation Frameworks
- Provide guidance and advice and support ACCOs with resources and activities required to meet relevant Quality Accreditation Frameworks, Quality Systems and CQI
- Analyse and interpret Quality Accreditation Frameworks, CQI activities and make recommendations for learning interventions
- Develop and maintain productive working relationships and alliances with key stakeholders externally and internally
- 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.

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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
- 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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