



Position Description

Title:	Senior Policy Officer
Unit:	Victorian Aboriginal Children and Young People's Alliance
Reports To:	Executive Manager, Victorian Aboriginal Children and Young People's Alliance
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 Victorian Aboriginal Children and Young People's Alliance is the collective voice of 14 Aboriginal Community Controlled Organisations who deliver out-of-home care and family services. They are the peak voice for Aboriginal children and young people and advocate for policy, program and systems change to achieve health equity for all Aboriginal people in Victoria.

Role Overview

The position of the Senior Policy Officer is to research, consult, produce and communicate effective, evidence based advocacy positions to ensure Victorian Aboriginal Children and Young People's Alliance 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 and Accountabilities

1. Undertake advocacy on behalf of The Alliance goals, strategies and priorities with government, civil society organisations and partner organisations. This will require the building and maintenance of positive relationships with key stakeholders
2. Interpret policy frameworks and provide authoritative and strategic advice to The Alliance and key stakeholders and members.



3. Assist with implementation of The Alliance'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 The Alliance.
5. Provision of reports to the The Alliance Members and to the funding bodies as required.
6. Providing secretariat support to Alliance Members 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 The Alliance and 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 Executive Manager
- Attend training as required
- Perform other duties relevant to the position as directed by the Executive Manager
- 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 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.
- Travel is a requirement of this position. This includes travel across Victoria and occasional interstate travel.

Key Selection Criteria

This position works with Aboriginal communities in Victoria and represents Aboriginal voices around the state. It is strongly encouraged that the person who holds this position be an Aboriginal or Torres Strait Islander person.



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 or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations.
- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting Aboriginal children, young people, families and carers.
- 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