

Position Description

Title:	Senior Policy Officer
Unit:	Policy and Research
Reports To:	Executive Manager, Policy
Time Fraction:	Full-time
Employment Status:	12 month maximum term contract
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 Research and Policy Unit leads the development of well-reasoned, evidence-based policy and advocacy to ensure that VACCHO and its members are strategically positioned to improve the Aboriginal community's health and wellbeing outcomes.

Role Overview

The position of 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. The position will form part of the Policy Team; working in a cooperative environment and promoting collaboration across teams.

Key Responsibilities

- Undertake Advocacy on behalf of VACCHO's goals, strategies and priorities with government, civil society organisations and partner organizations. This will require the building and maintenance of positive relationships with key stakeholders
- Interpret policy frameworks and provide authoritative and strategic advice to VACCHO and key stakeholders and members.
- Assist with implementation of VACCHO's Strategic Plan, Operational Plan and Communications Strategy.
- Contribution to the development of briefings, position papers, media releases, speeches and reports to support the work of VACCHO.
- Provision of reports to the VACCHO Members and to the funding bodies as required.

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- Providing secretariat support to stakeholders where appropriate and multi-skill across the team to share the workload.
- Participate in and support interactive and consultative processes with appropriate government and non-government agencies.
- Participate in the life of VACCHO – including:
 - Regular attendance and participation at team and unit meetings, staff and other meetings.
 - Advocacy on behalf of VACCHO's goals, strategies and priorities with government, civil society organisations, partner organizations.
- Undertake other duties which are appropriate to the level of the position, as directed by the Executive Manager and Executive Director to meet unit objectives.
- Identify and undertake training and/or professional development activities which will enhance capacity to function effectively in the role.

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*)
- Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.
- 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 participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks.
- 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 current Working with Children Check is required
- A Victorian Drivers Licence is required. The position will require travel throughout the state of Victoria and occasional interstate travel.
- VACCHO is a Smoke-Free workplace

Key Selection Criteria

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities, mainstream primary health care providers and health organisations and individuals in culturally appropriate ways.
- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting the health of Aboriginal communities in Victoria.

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- Proven project management experience using highly participative and collaborative consultation skills.
- Proven experience in advocacy and influencing systematic change.
- High level research and critical analysis skills of policy and legislative frameworks to develop recommendations, policy positions, submissions, reports and correspondence in a clear and effective manner
- Self-motivated with ability to work independently and as an effective team member (highly developed team orientation).
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people and develop and maintain effective working relationships at all levels.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Demonstrated consultation, influencing and negotiation skills.
- Demonstrated adherence to organisational behaviour standards and values, and ability to act with respect, honesty and integrity.
- 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.
- Ability to effectively manage a diverse range of stakeholder views and expectations.
- Well-developed Word Excel and Outlook skills

Desirable

- Tertiary qualifications in law, social and/or public policy
- Minimum 2 -3 years' experience working in a social/public policy environment in a similar role.

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