



Victorian Aboriginal Community Services Association Ltd.

JOB DESCRIPTION

Position:	Policy Officer
Location:	496 High Street, Northcote, 3070
Hours:	Fulltime – 37.5 hours
Classification Award:	Community Development Worker – L7.1
Contract Period:	12 months
Reports to:	Chief Executive Officer
Supervision:	Senior Programs Manager – Service Delivery
Travel	Occasional travel is a requirement of the position

OUR ORGANISATION

The Victorian Aboriginal Community Services Association Limited (VACSAL) is the recognised state-wide Peak Advisory body on Aboriginal Community issues. VACSAL is a community based, community controlled organisation, comprising representatives from Koorie organisations across the State. As well as having an advisory role, VACSAL delivers and manages a range of critical community services across Victoria.

POSITION SUMMARY

The role of the Policy Officer is to contribute high quality research, tender writing, analysis, written and oral advice and stakeholder engagement to support VACSAL's advocacy work and policy development as well as the development of internal policy and associated systems.

The role of the position will work towards the VACSAL strategic goals and direction under the leadership of the CEO and management team.

KEY RESULT AREAS

Tasks
<p>1. Policy research, analysis and development</p> <ul style="list-style-type: none">• Develop research and policy strategies and plans• Undertake basic primary and secondary research and analysis as required• Contribute to drafting and testing evidence-based policy positions• Develop and follow the internal VACSAL policy schedule• Develop and managed an internal version control system• Present research and analysis to internal and external stakeholders as required
<p>2. Submission and advocacy tools preparation</p> <ul style="list-style-type: none">• Support the development of policy submissions, policy alerts, issues papers, discussion papers and fact sheets, including background research and drafting of funding submissions / tender documents that are consistent with VACSAL strategic directions and priorities.
<p>3. Stakeholder engagement</p> <ul style="list-style-type: none">• Represent VACSAL on government and stakeholder committees as required• Support VACSAL executive in representing VACSAL on government and stakeholder committees as required
<p>4. Internal VACSAL briefing, engagement and communications</p> <ul style="list-style-type: none">• Supporting VACSAL's alignment with the Multi Agency Risk Assessment Framework (MARAM) and liaising with key stakeholders in family violence to support a coordinated response• Working toward Rainbow Tick accreditation to support LGBTQIA+ Inclusion initiatives across the organisation• Take meeting notes and minutes and follow through with timely distribution• Draft meeting papers and undertake follow up actions as required• Draft basic information articles for various communications channels as required• Prepare briefing notes on key issues as required• Support and engage with 'communities of interest' within the VACSAL network
<p>5. Event organisation and conduct</p> <ul style="list-style-type: none">• Contribute to the planning, organisation, conduct and evaluation of the VACSAL risk management and strategic plans
<p>6. Office administrative task</p> <ul style="list-style-type: none">• Undertake duties as required to contribute to a high functioning office and team• Comply with organisational policies and procedures.• Attend regular team meetings.• Participate in regular supervision with Manager.• Attend internal and external training as required.• Contribute to a positive organisational culture.

- Ensure you have a sound knowledge of all VACSAL programs
- Create a yearly work plan, ensuring it aligns with your KPI's and is in conjunction with your program and the Strategic Plan. Ensure it is updated bimonthly as part of your Supervisor Sessions.
- Assist with VACSAL community events such as Naidoc activities, sports carnivals etc
- Attend VACSAL In Service and AGM annually

KEY SELECTION CRITERIA (KSC)

Mandatory KSC:

1. Sound research, analysis and problem solving ability
2. A sound knowledge of Koorie culture, society and networks in the Koorie community
3. A proven practical understanding of the issues that affect Koorie people, particularly in community services
4. Highly developed time management skills, self-motivated skills and ability to work unsupervised
5. Understanding of policy development processes
6. Strong written and oral communication skills
7. Willingness and ability to provide event administrative and organisational support.
8. Qualifications in education, research or related fields and a track record working in policy related positions
9. Sound Information and Communications Technology literacy
10. Working with children's check
11. National police check
12. Current Victorian Driver's License
13. Full Vaccination against COVID-19

Desired personal attributes

- An inquiring mind;
- A collaborative style;
- A focus on delivery.

Other Relevant Information:

- After hours work may be required.
- The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment, unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

Applications for this position must include the following:

- 1 Written cover letter that outlines why the applicant believes that he/she would be suitable for this position.
- 2 Detailed Curriculum Vitae that outlines educational and employment background, which must also include at least 3 referees.
- 3 A detailed response to the Key Selection Criteria.
- 4 Applications for this position close on **24th November, 2023**. Applications must reach VACSAL office by close of business that day.
- 5 **It is a mandatory requirement that all successful applicants will be required to undertake a Working with Children check, be fully vaccinated against COVID-19 and provide a current National Police check.**
- 6 Applications must be marked ***Private & Confidential*** and addressed to:

Linda Bamblett
CEO
Victorian Aboriginal Community Services Association Limited
496 High Street
Northcote, VIC 3070
Email: hr@vacsal.org.au

Further information or questions concerning this position can be directed to Bradley Stephens on 9416 4266 or via email Bradley.stephens@vacsal.org.au