

Position Description

Position details

Position Title:	Sector Development and Policy Advisor – Victorian Refugee Health Network	Reports to:	Co-ordinator, Victorian Refugee Health Network
Team:	Sector Development & Partnerships	Location:	Brunswick
Classification:	Level 6	Status:	12 months fixed term contract, 0.6 – 0.7 FTE

The Organisation

The Victorian Foundation for Survivors of Torture (VFST) was established in 1987 to meet the needs of people subjected to torture or other traumatic events prior to their arrival in Australia. As well as providing counselling and support services to survivors, VFST works with government, service providers, the corporate sector and refugee and wider communities with the aim of carrying out its mission. The vision of VFST is an inclusive society committed to human rights and justice.

VFST consists of four program areas which form an integrated approach to service planning, development and operations. The program areas are:

- Direct Services
- Sector Development & Partnerships
- Research and Policy
- Human Resources and Administration (Operations)

Vision

VFST is an organisation which embraces diversity and the human rights of all.

Mission

To advance the health, wellbeing and human rights of people from refugee backgrounds who have experienced torture or other traumatic events.

Team Summary

The Sector Development and Partnerships team includes the Schools Support Program, Early Years, Ucan2, Professional & Organisational Development, Rural & Regional services and the Victorian Refugee Health Network.

The Victorian Refugee Health Network (Network) established in 2007, is auspiced by VFST and brings together health, community and settlement services to build their capacity to provide more accessible and appropriate health care for people of refugee backgrounds.

The key objectives of the Network are:

- To build the capacity of the Victorian health sector to respond to health concerns experienced by people of refugee backgrounds and address health inequality through health promotion



Position Description

- To support services to be more accessible to people from refugee backgrounds particularly in regional and outer metropolitan areas
- To improve service coordination for recent arrivals and those with more complex needs

The Network undertakes a range of projects, develops resources, conducts forums and roundtables and provides specialist advice to address particular issues faced by people from refugee backgrounds, including asylum seekers and those on a range of permanent visas who have had refugee like experiences.

Position Summary

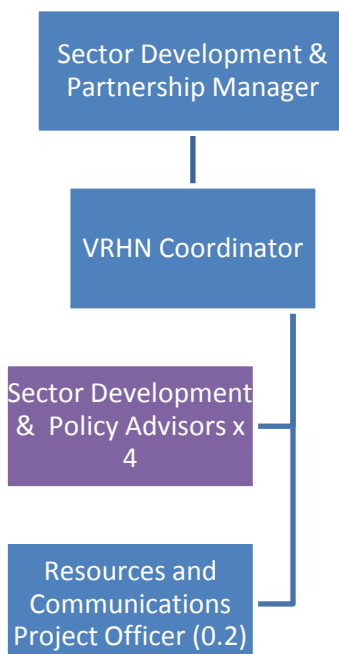
The Sector Development and Policy Advisor facilitates and develops areas of work in the Victorian Refugee Health Network by:

- Scoping, planning, researching and implementing projects in line with the annual work plan with input from project advisory groups and in liaison with the Network Coordinator;
- Maintaining relationships with key stakeholders in health, community and settlement services and within key government departments;
- Developing resources to support project outcomes and disseminating findings of the projects

Scope & Dimensions:

Budgets: Spending within allocated project budgets

Number of staff: 0



Position Description

Key Responsibilities

Current Projects:

The Sector Development and Policy Advisor will lead the work on two Network projects;

Update of the on-arrival refugee health assessment template

(<http://refugeehealthnetwork.org.au/refugee-health-assessment-tool/>)

Update the on-arrival refugee health assessment electronic and pdf template by consulting with key stakeholders, reviewing evidence of best practices in refugee health care and understanding how this may be integrated into primary care work flow to support primary care in delivering good healthcare to newly arrived humanitarian entrants. The updated template needs to be delivered by Dec 2017.

Immunisation project

Facilitate a working group that will support the development and evaluation of two new and two established immunisation projects targeted at people from refugee background. Working closely with the Department of Health and Human Services (DHHS) and other key stakeholders support the development of a program logic to guide the evaluation of the immunisation projects, collate data supplied by the four projects and produce reports to inform the working group discussions, maintain detailed minutes of discussions, and develop other resources required to support the projects and working group's functioning in line with the funding agreement with DHHS.

Key Responsibility
<p><u>Project Management</u></p> <p>Develop, plan and deliver key projects as outlined in line with funding requirements working collaboratively with key stakeholders.</p> <ul style="list-style-type: none">• Develop and implement clear project plans ensuring project deliverables meet required time frames• Consult and liaise with internal and external stakeholders to guide project development• Maintain accurate and up to date records for data requirements• Document/evaluate effectiveness of project(s)• Develop and contribute to reports as required
<p><u>Stakeholder management</u></p> <p>Develop, convene and facilitate appropriate consultation formats with identified key stakeholders to inform and support the designated projects.</p> <ul style="list-style-type: none">• Preparation of documentation required for all stakeholder meetings/groups• Conduct forums and similar events to explore and address particular health and wellbeing concerns of refugee background communities• Provide secretariat support to project advisory groups
<p><u>Information/Resources</u></p> <p>Formulate and implement effective promotional strategies to enable health and community practitioners to improve their work with refugee background clients.</p> <ul style="list-style-type: none">• Provide relevant and appropriate information and findings to relevant audience• Develop print and other appropriate resources to disseminate learning and support project outcomes



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Administration/Reporting

- Participate in relevant VFST meetings, including team meetings
- Maintain files and records and fulfil data collection requirements
- Document outcomes of work undertaken to meet required reporting requirements
- Event management, resource distribution and mail outs

OHS

Actively contribute to health and safety at Foundation House by being aware of safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace.

Personal Qualities

A team player with the ability to work independently when required who is self-aware and works with cross cultural sensitivity. Someone able to take initiative in identifying and acting on issues, with the flexibility to manage multiple priorities and projects to ensure delivery in accordance with expectations. A diplomatic manager of relationships, interacting with others with compassion and empathy.

Selection Criteria

Qualifications:

Degree qualification in health, policy or community development. A post graduate qualification in one of these areas would be well regarded.

Skills

- Strong project design, management and implementation, monitoring and evaluation
- High level communication skills both oral & written with the ability to write for a variety of audiences
- Conduct desk-based research & analysis – social research, policy analysis, system and policy analysis
- Computer skills – MS Office (excel in particular), design programs, web page /content management programs
- Interpersonal skills
- Organisational skills – manage multiple deadlines and prioritise tasks
- Relationship management/key stakeholder management
- Health promotion in cross cultural/vulnerable communities

Knowledge

- Working knowledge of Victorian health and human service system, including general practice, community health, mental health, catch up immunisation
- Understanding of health and wellbeing issues facing people from refugee backgrounds
- Impact of refugee experiences, including torture and other trauma

Conditions of employment

- A satisfactory police check, WWC will be required of the successful applicant.



Position Description

- The position is in accordance with the Victorian Foundation for the Survivors of Torture Enterprise Agreement
- This position will require some travel between sites and to meetings with stakeholders

Approval and Acknowledgement

Date PD last reviewed:	5 January 2017
PD Approved by:	SDP Manager
Date of approval:	5 January 2017