



POSITION DESCRIPTION

Position	Executive Manager Gippsland
Reports to	Client Services Director Southern Division
Direct Reports	5 positions report to the Executive Manager
Status	Full time (38 hrs pw)
Location	Morwell

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.



PROGRAM AREA

VACCA Client Services deliver a range of community service programs for the Aboriginal community across Victoria. Our programs cover the spectrum of community services but uniquely work together in an integrated way to bring the best outcomes for the Aboriginal community. Our services work towards self-determination and healing of the Aboriginal community by embedding culture and strengthening the safety and well-being of vulnerable community members, particularly children.

VACCA Gippsland delivers a number of programs for Aboriginal children, young people and families across Gippsland, including Foster Care, Kinship Care, Aboriginal Family Preservation & Reunification, Kurnai Youth Homelessness Service, Family Violence, Aboriginal Family Mental Health Support Service, Better Futures, Aboriginal Cradle to Kinder, Navigator Program, Koori Families as First Educators, Work for Victoria Program, Koori Women's Diversion Program, and the Aboriginal Child and Specialist Advice and Support Service (ACSASS) also known as the Lakidjeka Program.

VACCA Gippsland partners with other ACCOs and Community Service Organisations to deliver services to our community e.g. with Ramahyuck District Aboriginal Corporation to deliver the Aboriginal Reunification Response program; with Berry Street and Save the Children to deliver the Navigator program.

Most VACCA Gippsland Services are delivered from the Morwell office in Inner Gippsland, although there is a small office located at Bairnsdale in Outer Gippsland. VACCA Gippsland also operates the Orana Gunyah (meaning Welcome, Place of Shelter) site in Morwell, a purpose-built cluster model facility that provides short term accommodation and support services for up to five women and their children who are escaping or experiencing family violence.

POSITION SUMMARY

The Executive Manager Gippsland leads and manages all client services within the area. The Executive Manager Gippsland is expected to build strong and sustainable relationships across internal and external environments, particularly with the Aboriginal community and other Aboriginal services.

The Executive Manager is part of the VACCA Client Services Leadership group and plays a major role in shaping VACCA's strategic direction as well as ensuring VACCA meets its performance and statutory obligations.

KEY RELATIONSHIPS

Internal: Executive Managers, Program Staff, Program Managers, Executive Director Strategy and Services, Divisional Client Services Directors, Director Client Service Practice and Development, Corporate Services Director and managers including Finance, Human Resources, Facilities

External: The Local Aboriginal community, various local Aboriginal networks and other ACCOs; Department of Health and Human Services; Department of Education & Training;



Victoria Police; other State and Commonwealth government departments and local government; mainstream community sector organisations and other stakeholders; philanthropic trusts and foundations

KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- Demonstrated experience in the child and family services field or a related area and a sophisticated understanding of current issues and awareness of future directions
- A track record of strong and effective advocacy skills
- Graduate Qualification in related discipline is desirable
- Demonstrated ability to lead teams and champion transformational change
- Demonstrated strong leadership skills and the ability to implement contemporary management strategies
- Excellent communication, interpersonal and negotiation skills
- Ability to promote and maintain positive relationships with new and existing partners
- Ability to work within a regulatory framework and ensure compliance requirements are met
- Proven Experience in
 - o People Management
 - o Risk Management
 - o Budget Management

POSITION ACCOUNTABILITIES

BUDGET MANAGEMENT

- Direct support, participation and advice on budgetary requirements and forecasting in collaboration with the Director and Financial Officer
- Regular review of program expenses, requests and budget alliance
- Analysis and forecasting of expenditure and program suitability
- Undertake evaluations of existing VACCA programs including program reviews to guide the development of program initiatives;

STATUTORY OBLIGATIONS

- To provide strong leadership, scope and identify emerging opportunities in a changing landscape and policy environment across the children, youth and family sectors
- Manage the successful delivery of assigned strategic reform and internal projects with a strong

focus on new collaborations and existing partnerships.

- As part of VACCA's lead organisation function, lead large and medium size projects that will enhance the capacity of the organisation to deliver quality, culturally responsive programs to Aboriginal children and their families
- Prepare high level and comprehensive written reports, policy advice, project plans, reports and other documentation with attention to detail including the use of social media.

RELATIONSHIP MANAGEMENT

- Seek out, promote and maintain positive relationships with new and existing partner organisations, referral agencies, corporate partners and other identified external stakeholders
- Pursue new partnerships and strategic relationships that add value to the programs
- Promote a culture of collaboration and cooperation within the organisation as well as within the broader community and sector
- Assist operational managers to develop systems and support project staff to develop program resources, tools such as manuals, policies and procedures.
- Effective engagement with the Aboriginal community

MANAGEMENT OF RISK

- Ensuring key risks are assessed and managed within a framework of effective and prudent controls.
- Apply change, risk and resource management
- Managing risks to the program's successful outcome

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.



VACCA
Connected by culture

- Participate in project groups and attend events
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.