



## POSITION DESCRIPTION

<b>Position</b>	Project Officer, Projects and Reform
<b>Reports to</b>	Business Development and Service Implementation Manager
<b>Direct Reports</b>	None
<b>Status</b>	Full Time, Fixed Term (2 years)
<b>Location</b>	Based at 340 Bell Street Preston 3072

## 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

The Projects and Reform Unit is responsible for managing strategic projects to enhance the capacity of the organisation to deliver quality, culturally responsive programs. Our work includes: submission writing; service design, development and implementation; policy and practice development and review; and service system reform initiatives.

## POSITION SUMMARY

Reporting to the, Business Development and Service Implementation Manager, the Project Officer, will support and coordinate the implementation of the new Aboriginal child protection diversion program trials. The program trials will take an early risk management approach to addressing the issue of high numbers of Aboriginal children in care and Child Protection involvement. It will do so by targeting different intervention models at the early point of report and first visit. This provides an important opportunity to pilot an Aboriginal organisation leading the early phases of child protection involvement.

The project will be delivered as a consortium, bringing together four Aboriginal Community Controlled Organisations: the Victorian Aboriginal Child Care Agency (VACCA), Bendigo and District Aboriginal Co-operative (BDAC), Njernda Aboriginal Corporation, and Goolum Goolum Aboriginal Co-Operative.

The Project Officer will be based at VACCA and support the implementation of the project across these four ACCOs as required. The role will focus on project management and program implementation over a 12 month period, working closely with key stakeholders to develop project plans, project management tools, coordinate co-design workshops, assist in the recruitment of key operational staff, develop a program manual and coordinate key meetings and working groups.

The project officer will also work with the Projects and Reform team on other projects as they arise; which will include: researching and writing submissions in response to grant and tender opportunities; contributing to the design and implementation of new services; policy analysis and development of policy responses; and qualitative and quantitative data analysis.

## RELATIONSHIPS

*Internal:* VACCA staff and community, including client services staff, regional managers and corporate services.

*External:* Government departments, Aboriginal Community Controlled Organisations, other child and family welfare services, philanthropic organisations.

## KEY SELECTION CRITERIA

The successful applicant will possess:



- 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
- Demonstrated experience in writing documents such as submissions, policy papers or research reports in a community services field or related area.
- Strong skills and experience in project planning, program development and project implementation, including budget planning and data analysis.
- Demonstrated capacity to analyse Government policy directions and contribute to the development of policy responses
- Demonstrated experience working in the child and family sector or another relevant field.
- Demonstrated experience in organisational abilities and ability to demonstrate effective and culturally appropriate interpersonal skills including the ability to communicate with Aboriginal people
- Demonstrated ability to support the use of new technology and taking the opportunity to build new skills
- Proven ability to work independently and within a collaborative team environment.

## QUALIFICATIONS

- Tertiary qualification or appropriate professional qualification in relevant subject is desirable

## REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card

## POSITION ACCOUNTABILITIES

- Develop project plans and manage the implementation of the Child Protection Diversion Trials Program, including coordinate the co-design process and assisting ACCOs with setting up key resources to successfully operate the new program.
- Prepare written documents as required including submissions, service implementation plans, policies, project plans and reports.
- Research program needs and scope new funding opportunities to enhance VACCA's capacity to deliver high quality, culturally responsive programs and services.
- Monitor and report on the outcomes of submissions.
- Develop program or project budgets
- Analyse and review data and qualitative material to inform program and policy development.
- Represent VACCA at meetings and forums and liaise with internal and external stakeholders.
- Participate in team meetings, training and other relevant forums as required.
- Undertake administrative and other tasks as directed.

## HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.



**VACCA**  
Connected by culture

- 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.
- 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