



## POSITION DESCRIPTION

<b>Position</b>	Senior Manager, Business Development & Service Implementation
<b>Reports to</b>	Executive Manager, Projects and Reform
<b>Direct Reports</b>	6 staff
<b>Status</b>	<b>.8 EFT or Full time</b>
<b>Location</b>	340 Bell Street, Preston

## 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 VACCA to deliver quality, culturally responsive programs.

The unit undertakes: submission writing; service design & development; implementation of new initiatives; policy & practice development and review; internal & external projects; and service system reform initiatives. Family Violence and Education are currently two key focus areas for the Unit.

## POSITION SUMMARY

The Senior Manager, Business Development & Service Implementation (BDSI) will lead the development of funding submissions, business cases and implementation of new programs at VACCA.

The Senior Manager BDSI will establish strong systems and processes to ensure the effective and efficient functioning of the BD&SI team's work. The manager will supervise up to 6 projects officers.

## RELATIONSHIPS

*Internal:* VACCA staff and community, including client services regional management and staff

*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 leading and managing teams;
- Strong skills and experience in writing documents such as submissions, policy papers or research reports in a community services field or related area;
- Demonstrated skills and experience in developing program or project budgets;
- Strong project management skills and experience;
- Strong organisational abilities including proven ability to meet deadlines and work under pressure;
- Strong interpersonal and written and verbal communication skills;
- Proven ability to work independently and within a team environment;
- Excellent computer skills across the Microsoft Office suite including using Excel for data analysis and presentation;
- Relevant tertiary qualification required.



## 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

- Lead the Business Development & Service Implementation team
- Work closely with the Executive Manager and the other Projects & Reform Senior Managers to support the overall work of the Unit
- Prepare and oversee the development of high-level written material such as funding submissions, budgets, project & implementation plans, reports and other documentation as required.
- Analyse and review data to inform decision-making and program and organisational decisions.
- Develop processes and tools to support the efficiency and effectiveness of the team
- Oversee the development of program resources such as program manuals, practice and data collection tools to support client services to deliver programs.
- Undertake research and analyse information to support the development of new and innovative program initiatives.
- Represent VACCA at high-level meetings,
- Liaise with, and provide and seek advice from, internal and external stakeholders.
- Organise regular meetings of the BD&SI team
- Supervise and allocate work to up to 6 project officers.
- Participate in Projects & Reform managers meetings, training and other relevant forums as required

## 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.
- 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.