



## Policy Manager POSITION DESCRIPTION

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

<b>Position Title</b>	Policy Manager
<b>Reports To</b>	Head of Policy and Negotiations
<b>Direct Reports</b>	Senior Policy Officers Policy Officers
<b>Salary &amp; Term</b>	<ul style="list-style-type: none"> <li>Ongoing, subject to continued funding</li> <li>Salary of \$121,000 - \$162,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.</li> </ul>
<b>Overview</b>	<ul style="list-style-type: none"> <li>The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits.</li> <li>The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone.</li> <li>This role requires an Aboriginal and/or Torres Strait Islander identifying person to be responsible for providing project and policy advice and support to the leadership team. This includes supporting the delivery of core Assembly services whilst identifying emerging risks and challenges. In addition, this role will assist in building and effectively maintaining strong relationships with Aboriginal Victorians.</li> </ul>
<b>Key Duties</b>	<ul style="list-style-type: none"> <li>Manage the team responsible for legal research, project management and policy delivery to the Assembly across a range of issues</li> <li>Support the CEO and Head of Policy and Negotiations with respect to strategy, planning, policy, organisational development and team management.</li> <li>Conduct high level research and analysis and manage complex policy and research projects</li> <li>Develop and deliver projects to engage the Aboriginal community in Treaty-making</li> <li>Provide written and verbal advice to the CEO, Co-Chairs and the Management team of the Assembly.</li> </ul>



<b>Skills and experience required</b>	<ul style="list-style-type: none"> <li>• <b>Written Communication</b> - Prepare project briefs, reports, service plans, and policy options and recommendations on complex issues which are clear, exhaustive, and provide strong support for a preferred position or action.</li> <li>• <b>Influence and Negotiation</b> - Uses leadership and expertise to effectively address stakeholder issues, influencing others to identify opportunities and broker long-lasting solutions.</li> <li>• <b>Policy Skills</b> -Expert in policy development, research and review, formulation, and implementation based on good organisational knowledge and understanding of current Assembly issues, resulting in an ability to effectively address strategic, environmental and operational requirements.</li> <li>• <b>Problem Solving</b> - Develops and evaluates solutions with consideration for likely business impacts, developing contingency plans and ensuring stakeholders are actively engaged in the problem-solving process.</li> <li>• <b>Project Management</b> - Develops and manages key projects, liaising with team members, anticipating and addressing issues, negotiating key elements with stakeholders to ensure project objectives are achieved.</li> <li>• <b>Initiative and Accountability</b> - Takes responsibility for actions and proactively implements work plan and addresses issues.</li> <li>• <b>Flexibility</b>- Adapts approaches and work to changes in the environment and effectively meets new challenges, remains focused when faced with competing demands, is comfortable with ambiguity and uncertainty and learns quickly.</li> <li>• <b>Detail focus</b> - Undertakes finely detailed work in a precise and accurate manner.</li> <li>• <b>Empathy and Cultural Awareness</b> - Demonstrates an interest in and an appreciation of a range of different cultures and actively seeks to understand and effectively address the issues and views of others.</li> <li>• <b>Qualifications</b> – Relevant tertiary qualification (highly desired)</li> </ul>
<b>Key Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. <b>Demonstrated capacity to work effectively and with integrity in the context of a Victorian Traditional Owner representative body</b> Willing and able to support the leadership of an organisation that is Aboriginal controlled and representative of Aboriginal communities in Victoria. Demonstrated understanding of the Aboriginal community in Victoria. With sound knowledge and understanding of Aboriginal cultures in Victoria, have the ability to be able to navigate complex relationships and act in accordance with the Assembly values. Willing and able to behave in a way that supports the achievement of the Assembly values and builds the reputation of the Assembly.</li> <li>2. <b>Demonstrated experience leading complex policy and research projects</b> Exceptional research and analytic skills and ability to work closely with a range of stakeholders to recommend approaches within high-level policy issues. Experience leading teams to deliver excellent results in the development, analysis and delivery of complex policy projects.</li> <li>3. <b>Demonstrated management experience and capacity to achieve results with others</b> Demonstrated people management and leadership experience. Willing and able to collaborate with others within the Assembly including the board, members, staff and other leaders in Victoria who play a critical role in achieving Treaties. Able to engender commitment and help others to develop.</li> <li>4. <b>Exceptional written and verbal communication skills</b> Exceptional written and verbal communication skills, including the ability to adapt writing styles to a range of audiences. Experience drafting documents to a high standard, including policy briefs, guidance documents, submissions or research reports. Ability to coach others to develop these skills.</li> </ol>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• MS Office proficiency</li> </ul>