



Elders' Voice Coordinator POSITION DESCRIPTION

This position is Designated, 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.

Position Title	Elders' Voice Coordinator
Reports To	Manager, Governance & General Counsel
Direct Reports	Nil
Term & Salary	<ul style="list-style-type: none">• Term of employment is three years.• Salary of \$98,000 - \$120,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.
Overview	<ul style="list-style-type: none">• 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.• The Assembly works with the State Government of Victoria 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.• The Elders' Voice Coordinator is a new position. This role will be shaped by the development of the Assembly's Elders' Voice, over the coming months.



<p>Key Duties</p>	<ul style="list-style-type: none"> • Provide policy, engagement, secretariat and coordination support to the Interim Elders' Voice Co-Chairs, Interim Elders' Voice Committee, and Elders participating in Elders' Voice meetings. • Plan and deliver Elders' Voice events, meetings, accommodation requirements, resources and communications, including in regional locations. • Act as an advocate for Elders across Victoria in ensuring their voices are heard and included in the roles set out by the Elders' Voice. • Track the allocated budget and expenditure of the Assembly's Elders' Voice. • Provide input into internal and external communications regarding the work of the Elders' Voice. • Build and maintain strong positive relationships with Aboriginal and Torres Strait Islander Elders living across Victoria. • Lead the project management of the development of the Elders' Voice model, based on feedback from Elders involved in the Assembly's Interim Elders' Voice. • Enable Elders to access technology, transport, accommodation, meeting papers, and other supports as needed. • Coordinate the work of the Interim Elders' Voice and ongoing Elders' Voice with the broader work of the Assembly, interfacing with Assembly Members and business areas across the organisation. • Where required, ensure the Assembly governance obligations and practices are adhered to.
<p>Skills and Experience required</p>	<ul style="list-style-type: none"> • Comprehensive knowledge and experience in Victorian Aboriginal Communities • Excellent organisational/coordination skills and able to work autonomously • Excellent event management skills • Exceptional relationship management skills • Experience in project management • Excellent oral and interpersonal skills • Good written communication skills • Passionate about being part of cultural change and policy reform for Aboriginal people in Victoria.
<p>Key Selection Criteria</p>	<ol style="list-style-type: none"> 1. Demonstrated ability to work effectively and with integrity in the Victorian Aboriginal Community Willing and able to support the leadership of an organisation that is Aboriginal controlled and representative of Victorian Aboriginal communities. Willing and able to behave in a way that supports the achievement of the Assembly values and builds the reputation of the Assembly. Demonstrated experience working with Aboriginal communities in Victoria, and cultivating relationships with Aboriginal community members, Aboriginal organisations, and Elders is highly desirable. 2. Experience in policy, engagement, and/or secretariat work Experience in public policy development, community engagement, and/or secretariat and coordination activities is desirable. Willing and able to collect and share ideas and information, collaborate with others within the Assembly including the Board, Members, and other teams such as Policy and Research and Engagement. 3. Excellent stakeholder management skills Willing and able to think creatively and flexibly to manage a diverse variety of stakeholders and maintain positive relationships across the state of Victoria. Experience of establishing and leveraging strong relationships to drive successful collective outcomes is desirable.

	<p>4. Demonstrated organisational skills, ability to prioritise and self-manage Experience as a self-starter who displays positivity, initiative, and self-sufficiency in the workplace. Ability to gain new knowledge and skills, act with flexibility and perseverance in the face of adversity without sacrificing their own wellbeing or that of others in the organisation. Demonstrated capabilities to project manage, plan tasks based on priority order, and meet deadlines.</p> <p>5. Ability to communicate and influence effectively Ability to communicate verbally and in writing to assist community members to engage with complex Treaty-related topics. Willing and able to communicate strategically to gather feedback from Elders and to distil topics into concise diagrams, products, or conversations.</p>
<p>Technical Skills</p>	<ul style="list-style-type: none"> • Computer literacy • Microsoft Office proficiency • A current Victorian Drivers' Licence is required <p><i>Travel within Victoria is required to fulfil this position. Support will be provided to assist the occupant of the role with regional travel, including fleet transport and remote working arrangements when required.</i></p> <p><i>The First Peoples' Assembly of Victoria is a flexible workplace.</i></p>