



Position Description

Title:	Manager, Policy and Government Relations
Unit:	Policy and Research Unit
Reports To:	Executive Director, Policy and Research
Direct Reports:	Senior Policy Officers
Time Fraction:	Full time
Employment Status:	24 Months Maximum Term
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health and wellbeing. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Unit Overview

The Policy and Research Unit leads the development of well-reasoned, evidence based policy and advocacy to ensure that VACCHO and its members are strategically positioned to improve the Aboriginal community's health and wellbeing outcomes.

Role Overview

This role provides operational management and leadership to the policy team, as well as identifying and responding to emerging advocacy priorities. The role will work closely with the Executive Director, Policy and Research in supporting VACCHO's new strategic goal of being a 'strong voice' to influence positive change for the Aboriginal health and wellbeing sector.

This position will work with the Executive Director, Policy and Research to set the organisation's strategy for political engagement and work alongside VACCHO Members and Aboriginal leaders to make sure Aboriginal voice is heard to set the Victorian health and wellbeing agenda.

Doc #:	<i>Doc_352</i>	Doc Owner:	<i>Lesley Day</i>
Version:	<i>4.00</i>	Review:	<i>30062021</i>
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			



Key Responsibilities

- Scan and maintain a strong working knowledge of major health and wellbeing policies and reforms across portfolios, at both a state and federal level.
- Develop ways of working to ensure all VACCHO policy position statements and advocacy approaches are informed by evidence-based practice, knowledge and research.
- Ensure that VACCHO and its Members stay abreast of key policy changes and relevant external issues that could impact on the Aboriginal health and wellbeing sector.
- Work closely with the VACCHO Strategic Communications Team to ensure VACCHO's policy and advocacy priorities are embedded within key campaigns and other communications activities.
- Produce a wide range of high-quality written outputs for various audiences including well targeted research reports, policy briefings, position papers, blogs and other outputs.
- To maintain and further develop relationships with politicians, policy makers, the sector and other external agencies to influence the Government agenda and ensure the best possible operating environment for VACCHO and its Members.
- Understand legislative and governance levers across Governments and support VACCHO leadership to exert influence and provide advice in these forums to advance Aboriginal self determination to improve the health and wellbeing of Aboriginal people in Victoria.
- Analyse various inputs and advice including insights provided by the VACCHO Members through meetings and forums to develop evidence based and practicable policy advice.
- Scan for short and long term, strategic links, potential implications and risks of proposed policy options.
- Promote a culture of collaboration and cooperation with the team, organisation as well as broader community and sector.
- Plan and manage the Policy Team to meet VACCHO's strategic objectives, timelines and specified budgetary outcomes.
- Support CEO and/or Executive Director, Policy and Research at meetings with briefings, speaking notes, recording and communicating actions to respective teams.
- Regular attendance and participation at Policy and Research Unit meetings, program meetings, staff and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Executive Director, Policy and Research to meet Unit objectives.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply for all positions advertised (Equal Opportunity Act 2010). We are committed to ensuring our workplace and member services support also reflect this.
- Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (Victorian Occupational Health and Safety Act 2004).
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.

Doc #:	<i>Doc_352</i>	Doc Owner:	<i>Lesley Day</i>
Version:	<i>4.00</i>	Review:	<i>30062021</i>
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			



Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian Drivers Licence is required. The position will require travel throughout the state of Victoria and occasional interstate travel.
- VACCHO is a Smoke Free workplace

Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Demonstrated experience in leadership and staff management including responsibility for effective policy output, staff capacity building, and creating and maintaining an effective and highly motivated team.
- Experience and background in policy analysis.
- Exceptional stakeholder-engagement and relationship building skills underpinned by a proven ability to develop clear and considered advocacy strategies.
- Demonstrated excellent emotional intelligence and interpersonal skills to develop, maintain and enhance relationships, facilitate consultation, and highly developed influencing and negotiation skills to gain co-operation of others in achievement of objectives.
- Tertiary qualification in public health, research, policy or other relevant field.
- Excellent written and verbal communication skills, including the capacity to describe complex issues in plain language to a range of audiences. Capacity to produce high quality written advice, including briefs, letters, submissions, meeting advice.
- Demonstrated knowledge of the political and reform environment as it impacts on Aboriginal Victorians. High level of strategic thinking and ability to define, develop and implement effective strategies to improve outcomes for Aboriginal Victorians
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander
- Relevant qualifications and/or experience in Aboriginal health and wellbeing contexts.

Doc #:	<i>Doc_352</i>	Doc Owner:	<i>Lesley Day</i>
Version:	<i>4.00</i>	Review:	<i>30062021</i>
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			



- Experience working at an Aboriginal Community Controlled Health Organisations.

Doc #:	<i>Doc_352</i>	Doc Owner:	<i>Lesley Day</i>
Version:	<i>4.00</i>	Review:	<i>30062021</i>
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			

