



ABORIGINAL HOUSING VICTORIA

## POSITION DESCRIPTION

### Senior Reporting Officer

#### OVERVIEW

<b>PROGRAM</b>	Performance and Strategy
<b>POSITION REPORTS TO</b>	Manager, Governance, Performance, Quality and Safety
<b>DIRECT REPORTS</b>	1
<b>IDENTIFIED POSITION</b>	No; Aboriginal and Torres Strait Islander peoples strongly encouraged to apply
<b>DATE PREPARED</b>	20 August 2021
<b>AWARD</b>	SCHCADS 5

#### About

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing more than 1,500 rental properties for Aboriginal and/or Torres Strait Islander people living in Victoria.

Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest Aboriginal Registered Housing Agency in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na worn-tyeen maar-takoort*. As the housing policy lead in the Aboriginal community, AHV has responsibility to work in partnership with the Government to secure the resources and reforms to implement the policy, while we support sector development to empower Victoria's Aboriginal community to determine its chosen housing future.

AHV's housing services are targeted to those most in need of support. Through the provision of secure housing by an Aboriginal rental provider, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

#### Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

**Respect and support** for Aboriginal identity and culture and for our renters and stakeholders

**Striving for excellence** through leadership in Aboriginal housing and best practice service delivery

**Integrity, trust and honesty** in all our business activities

**Collaborative relationships** with our community, renters, government and stakeholders

**Kindness, compassion courtesy and dignity** in our relationships with our clients, our stakeholders and with each other

AHV is as a workplace taking active steps to stop men's violence against women and has a zero tolerance approach to violence in any form.

#### **PURPOSE OF THE POSITION:**

The Senior Reporting Officer will manage data collection strategies including analysis and reporting, plus IT project management to ensure AHV meets its statutory and regulatory reporting requirements, including its obligations to the Victorian Housing Registrar and the Department of Health and Human Services.

This role will support AHV in its contribution to self-determination and self-management of the Victorian Aboriginal Community by ensuring that the organisation is able to use sound data in its decision making and is compliant with statutory reporting obligations. The position reports to the Manager, Governance, Performance, Quality & Safety (GPQS). The role will lead the Data & Reporting Team.

### **KEY RESPONSIBILITIES**

#### **REPORTING**

- Lead and coordinate Aboriginal Housing Victoria's reporting in accordance with external and internal regulatory and regulator's compliance requirements, such as the Director of Housing, Housing Registrar, Board of Directors and Executive Management. Ensure changes to regulatory reporting are communicated to the Manager where required and implemented in a timely manner.
- Oversee the development and implementation of operational and statutory reporting systems and the management of internal performance and dashboard reporting.
- Build effective relationships and work collaboratively with external and internal stakeholders to ensure that AHV's reporting and SDM software infrastructure priorities are delivered effectively and efficiently.
- Provide information and advice to the Manager, GPQS who will inform the Executive group on IT performance, data collection and analysis, and reporting matters that may impact on AHV's operations and responsibilities. This includes the identification of and reporting on opportunities for the strategic use of data, or opportunities for improvements of current practices.

#### **ONGOING DEVELOPMENT OF SDM**

- Lead and participate in working groups and other consultative groups to ensure the effective delivery of AHV's operational IT program, SDM. Build effective relationships and work collaboratively with internal and external stakeholders to ensure that AHV's IT infrastructure allows for subsequent reporting priorities to be delivered efficiently, on time and consists of reliable, accurate data.
- Identify issues regarding the integrity of tenancy and asset data within SDM, including identified risks to, and problems with the accuracy, reliability and validity of AHV's data.

#### **GENERAL**

- Provide high quality and timely written materials including correspondence, briefings and presentations.
- Coordination of projects involving multiple stakeholders and complex subject matters including planning, resourcing, implementation and achievement of agreed deliverables.
- Supervision of the Data and Reporting Team in the delivery of regular and ad hoc reports, produced on a day-to-day basis, whilst meeting deadlines. Prioritising tasks, checking outputs, provide ongoing coaching and regular review of training needs, putting in place formal or informal training opportunities where required.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.
- Exercise a duty of care for the health and safety of staff, volunteers and clients in your charge and implement effective OH&S measures to ensure compliance with the *Occupational Health and Safety Act 2004 (Vic) Act* and related legislative requirements.

## QUALIFICATIONS AND LICENSES

- Relevant qualifications and or equivalent experience, preferably in the Social Housing sector.

## KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Highly organised with the ability to work on multiple tasks and manage competing priorities.
- Experience in managing and delivering projects within agreed timeframes.
- Demonstrated ability to clearly and concisely present information both in writing and verbally, together with the ability to communicate complex concepts to a broad audience.
- Experience synthesizing large data sets and identifying causal relationships or areas for improvement
- Experience in the implementation of analysis methodologies, tools and systems for translating data into information that can be used to support leadership decision making.
- Experience in creating and reviewing manuals, procedures, and related user documentation.
- At a minimum, an intermediate level of Microsoft Excel.
- Knowledge and understanding of statutory and regularly obligations for registered housing agencies.

## EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment
- AHV is an equal opportunity workplace
- A current National Police Records Check and relevant valid state Working with Children Check are required
- Attend mandatory and other training as required