



## Position Description

<b>Title:</b>	Senior Policy Officer
<b>Unit:</b>	Policy & Research
<b>Reports To:</b>	Executive Manager, Policy & Research
<b>Direct Reports:</b>	N/A
<b>Time Fraction:</b>	24 Months
<b>Employment Status:</b>	Full-Time
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

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### Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities. Our vision is for vibrant, healthy, self-determining Aboriginal communities. Our Strategic Plan: *On Solid Ground (2021-26)* outlines our bold steps to get there.

### Unit Overview

The Research and Policy 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

The position of Senior Policy Officer is to research, consult, produce and communicate effective, evidence-based advocacy positions to improve the health and wellbeing of Aboriginal people in Victoria. The position will form part of the Policy Team; working in a cooperative environment and promoting collaboration across teams.

### Key Responsibilities

- Undertake Advocacy on behalf of VACCHO's goals, strategies and priorities with government, civil society organisations and partner organizations. This will require the building and maintenance of positive relationships with key stakeholders
- Interpret policy frameworks and provide authoritative and strategic advice to VACCHO and key stakeholders and members.

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- Assist with implementation of VACCHO’s Strategic Plan, Operational Plan and Communications Strategy.
- Contribution to the development of briefings, position papers, media releases, speeches and reports to support the work of VACCHO.
- Provision of reports to the VACCHO Members and to the funding bodies as required.
- Participate in and support interactive and consultative processes with appropriate government and non-government agencies.
- Participate in the life of VACCHO – including:
  - Regular attendance and participation at team and unit meetings, staff and other meetings.
  - Advocacy on behalf of VACCHO’s goals, strategies and priorities with government, civil society organisations, partner organizations.
- Undertake other duties which are appropriate to the level of the position, as directed by the Executive Manager and Executive Director to meet unit objectives.
- Identify and undertake training and/or professional development activities which will enhance capacity to function effectively in the role.
- Support the implementation of VACCHO’s strategic plan: *On Solid Ground (2021-26)*, particularly the focus area of <<*Our Foundations, Strong Voice, Health and Healing* >>
- Ensure the key principles of *Culture and Kinship; Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team
- Regular attendance and participation at Policy & 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 Unit Manager to meet Unit objectives.

### Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait 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 is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern, or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- 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.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations.
- VACCHO requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, VACCHO’s directions, Public Health Orders, and Victorian Chief Health Officer directions).

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## Other Employment Related Information

- A current National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required as a condition of employment.
- Undertaking VACCHO Cultural Safety Training is required as a condition of employment.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.
- Right to Work in Australia (i.e. current passport / citizenship certificate / birth certificate / working visa)
- Not a disallowed person.
- Reasonable and valid evidence that you have received both the first dose and second dose of a COVID-19 vaccine is required and any booster shots when required. We note that evidence must be derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015* (Cth).

This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. VACCHO will also consider a current medical certification from a medical practitioner that an employee is unable to receive both doses due to a medical contraindication or acute medical illness, but VACCHO will have absolute discretion as to whether or not to accept this exception after genuinely considering its duty of care and legislative obligations to all workers and visitors.

## 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 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, Project Management) combined with a high level of accuracy and attention to detail.

## Desirable

- Identifies as Aboriginal and/or Torres Strait Islander
- Tertiary qualifications in law, social and/or public policy
- Minimum 2 -3 years' experience working in a social/public policy environment in a similar role.

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**Position Description Acceptance**

I ..... have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

**SIGNED by the EMPLOYEE**

.....  
Signature: Name: Date:

**SIGNED by the MANAGER**

.....  
Signature: Name: Date:

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