

Position Description

Position	Senior Policy Project Lead
Business Unit	Policy, Advocacy and Communications
Reporting line	Executive Manager, Policy
Direct Reports	None
Location	Collingwood, with Flexible Work Arrangements considered
Employment Status	1.0FTE / 11 month contract ending May 2027
Date Reviewed	04 May 2026

About VACCHO

Established in 1996, VACCHO is the peak representative for the health and wellbeing of Aboriginal and Torres Strait Islander peoples 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 Aboriginal and Torres Strait Islander peoples. Our Membership comprises 34 Aboriginal Community Controlled Organisation (ACCOs), providing support to approximately 78,000 Aboriginal and Torres Strait Islander peoples across Victoria.

VACCHO's vision is for vibrant, healthy, self-determining Aboriginal communities. Our Strategic Plan: *On Solid Ground (2021-26)*, outlines how we are working towards this vision and our Outcomes Framework is the tool we use to measure our progress, reporting in our annual Impact Report.

VACCHO's vision of vibrant, healthy, self-determining Aboriginal communities includes all LGBTQIASB+ community members. We welcome and embrace the diversity of our Rainbow Mob.

Business Unit Overview

The Policy, Advocacy and Communications Unit are focused on policy, strategy & systems, research, government relations, and communications. We sit across a variety of portfolios, such as economic reform, education, training, workforce, infrastructure, justice health, disability, aged care, mental health and more.

Our strong policy, advocacy and communications approach aims to promote the organisation's and our members' work, priorities, programs and initiatives. We strive to raise awareness, build support, and drive action towards VACCHO's mission of improving Aboriginal health outcomes.

Role Overview

The Senior Policy Project Lead (SPPL) will support the Executive Manager, Policy and is primarily responsible for liaising with internal and external stakeholders to deliver on the Aboriginal Health and Wellbeing Partnership Forum Action Plan and the associated working groups. The SPPL will also liaise closely with other members of the team to communicate the developments and outcomes of the working groups and action plan implementation process to the Partnership Forum, Member's forum and through other mechanisms.

The role will also support the Policy team in other areas of strategic priority through the development of evidence-based submissions, briefings, policy campaigns and other similar tasks when required.



Key Responsibilities

- Support the delivery of the Aboriginal Health and Wellbeing Partnership Forum Action Plan.
- Manage and support the working groups for the implementation of the Aboriginal Health and Wellbeing Partnership Forum Action Plan including, but not limited to, setting meeting dates, creating agendas, recording the minutes, developing up briefs and papers for decision by members of the working group.
- Provide timely, evidence based, strategic advice, reasoned recommendations and innovative solutions to complex and sensitive issues based on comprehensive research to senior management and other key stakeholders to enable decision-making.
- Produce high quality and relevant meeting papers and briefs and review and add value to briefs prepared by other stakeholders, to ensure decision makers are provided with relevant and timely information to enable effective and strategic decision making.
- Liaise with relevant internal and external stakeholders to establish and maintain effective working relationships and facilitate the flow of information.
- Support strategic planning, policy development and implementation for VACCHO.
- Develop submissions, briefs and responses to Government processes including Parliamentary or Government enquiries.
- Assist in the production of VACCHO's policy documents such as reports and position papers.
- Assist in ensuring that VACCHO Members are informed about government policy and its effect on their delivery of services.
- Support advocacy led by VACCHO's Executive Directors and staff within their business units.
- Collaborate with policy staff in other VACCHO directorates.
- Support the implementation of VACCHO's Strategic Plan and contribute to reporting against our Outcomes Framework towards VACCHO's Annual impact Report.
- Regular attendance and participation at Policy, Advocacy and Communications Unit and team meetings, program meetings, all-staff and other meetings.
- Undertake other duties appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.
- Monitor, read and respond to all reasonable contact from VACCHO (or a third party if related to your work), outside of your working hours.

Knowledge and Experience

- Demonstrated understanding and commitment to holistic Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated experience having managed the administrative functions of working groups and/ or secretariats.
- Good stakeholder-engagement and relationship-building skills
- Excellent written communication skills and demonstrated experience preparing complex briefs, letters, emails and reports using clear, concise and grammatically correct language to ensure they contain the information necessary to achieve their purpose and meet audience needs while ensuring appropriate style and formats are used.
- 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.



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Desirable

- Demonstrated experience in the Victorian Government public sector.
- Knowledge of the health sector and policy in Victoria.
- Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply as your cultural and lived experiences are central to the work we do.

Highly Regarded

- Demonstrated knowledge, understanding, and commitment to Aboriginal and/or Torres Strait Islander peoples, cultures, and health.
- Demonstrated understanding of the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal peoples, Communities, and organisations, in a culturally safe, and appropriate, manner.
- An understanding of LGBTQIASB+ issues and respect for diverse identities.

Personal Attributes

- Excellent interpersonal skills and the ability to work with a wide range of people to develop and maintain effective working relationships at all levels.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and always remain impartial.
- Self-motivated and demonstrated ability to work 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.
- Personal alignment with VACCHO's Values (see below).

Key selection criteria

- At least two years' experience in a relevant role.
- Demonstrated knowledge and experience relevant to this role as described above.

VACCHO Values

Optimism, Collaboration, Commitment, Empowerment, Compassion, Integrity, Confidentiality and Respect. Respect is at the heart of all that we do, and all that we do is wrapped in optimism. Everything between is about kindness, honesty and working together to be deadly.

You are participating in a Workplace that is:

- an **Equal Opportunity Employer** and abides by the Equal Opportunity Act (2010); we are committed to ensuring our workplace and Member Support Services reflect this. Everyone is welcomed at VACCHO, and all candidates are encouraged to apply regardless of age, cultural background, ethnicity, gender, sexual orientation, or religious affiliation. VACCHO strongly encourages Aboriginal and Torres Strait Islander peoples to apply for all advertised VACCHO roles.



- **committed to Diversity and Inclusivity**, and has achieved Rainbow Tick Accreditation. VACCHO's vision of vibrant, healthy, self-determining Aboriginal communities includes all LGBTQIASB+ community members. We welcome and embrace the diversity of our Rainbow Mob.
- **committed to Quality and Compliance** and requires all employees to participate in, and promote our quality control, risk management, safety, and compliance systems.
- **committed to Monitoring, Evaluation and Learning** and requires all employees to engage and carry out administrative functions related to their role to effectively record and maintain data to support the effective implementation of the VACCHO Outcome Framework and associated measures.

Embracing Flexibility

VACCHO recognises that employees have many facets to their lives, with work being one of these. Flexible work arrangements are considered wherever possible, in line with our Policy, to meet both organisational and individual needs – getting the balance right.

Health and Safety Requirements

VACCHO is committed to health and wellbeing of all employees. We require all employees to comply with all work health and safety rules, regulations, and relevant Codes of Practice (Victorian Occupational Health and Safety Act 2004). We also require employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, directions provided by VACCHO, Public Health Orders, and Victorian Chief Health Officer directions).

Requirements for ALL POSITIONS at VACCHO

- Adherence to a Code of Conduct, including a commitment to confidentiality and conflict of interest declarations.
- A current National Police Records Check.
- A current Working with Children Check.
- A current Victorian Drivers Licence (the position may require travel throughout the state of Victoria and occasional interstate travel).
- Reasonable and valid evidence that you have received two doses of a COVID-19 vaccine and any booster shots (if required by VACCHO). This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. 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). *VACCHO will consider any current exemption (provided by a medical practitioner), verifying that a person is unable to receive vaccination/s due to medical contraindications or conditions. However, VACCHO retains absolute discretion in accepting such and will thoroughly consider our Duty of Care, and legislative obligations to all workers and visitors.*
- Where applicable:
 - You must have the right to work in Australia and provide evidence of such (i.e., Right to Work check, Australian Citizenship, permanent residency, or a valid visa with permission to work)
 - You cannot be classified as a Disallowed Person.