

Position Description

Position	Senior Project Officer
Business Unit	Foundations and Innovations Unit
Reporting line	Director, Transition and Systems Development
Direct Reports	Nil
Location	Collingwood, with Flexible Work Arrangements considered after a 3-month period
Employment Status	IFTE / Maximum Term 2 years – 30 June 2028 (subject to funding)
Date Reviewed	12 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, and our Strategic Plan: *On Solid Ground (2021-26)*, outlines our bold steps to get there.

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.

VACCHO promotes substantive equality for Aboriginal and Torres Strait Islander peoples.

Business Unit Overview

The Foundations and Innovations Unit (FIU) provide organisation-wide business support services on specialist knowledge and technology to serve internal and external customers and business partners. The Unit comprises staff focused on covering Finance, Operations /Administration, Human Resources, Research, Data and Digital Services, ICT, Shared Business Services and Executive Support. The *Strategy and Development* sub-Unit includes staff who co-ordinate Funding Strategy and Management, Project Support, Governance, Quality, Compliance and Risk, Member Governance and Engagement, Monitoring, Evaluation & Learning and VACCHO's Online Learning Services and VACCHO Learn platform.

The Research and Evidence Team within FIU works across VACCHO and externally with VACCHO members, government agencies, funders and strategic partners to translate research and evidenced into tangible action to improve Aboriginal Health and Wellbeing. This includes operationalising whole-of-organisation access to relevant data and resources from external and internal sources, ensuring secure management and Indigenous data sovereignty and governance. This includes building a library of published reports relevant to our work, maximising appropriate access to data from external sources provided through agreements and to data collected by VACCHO.



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About CEADH



The CEADH is a formal, collaborative partnership with state and territory Aboriginal Community Controlled Health Organisations (ACCHO) peak bodies across Australia. The phrase "*Aboriginal Digital in Health*" places emphasis on an action-oriented, targeted approach to cultural safe digital health care, treatment and infrastructure. It focuses on the specific context of digital technologies, literacy, education and workforce in health rather than a general field of Aboriginal digital health. CEADH works on the principle that good models of Aboriginal Digital in Health Care are also good models of Digital Health Care for everyone. This collaborative partnership is auspiced by VACCHO for the purpose of bringing together ACCHOs, Universities, research institutions, and government partners to advance digital health equity for Aboriginal and Torres Strait Islander people. ACCHO peak bodies from around the country make up the CEADH membership and are the champions for Digital in Health initiatives for over 250 language groups from Aboriginal and Torres Strait Islander nations, clans, and communities Australia wide.

Role Overview

The Senior Project Officer provides high-quality operational, administrative, and coordination support to the delivery of project activities arising from the CEADH and NDQAC work programs led by the Director, Transition and Systems Development.

The role supports the coordination and delivery of discrete project workstreams associated with:

- The Centre of Excellence for Aboriginal Digital Health (CEADH), a national Aboriginal-led collaborative partnership focused on advancing Aboriginal and Torres Strait Islander digital health equity; and
- The Nindedana Quarenook Aboriginal Corporation (NDQAC) establishment and transition activities within the Latrobe Valley and Baw Baw region.

The position supports effective project delivery to ensures project activities are well coordinated, accurately documented, and delivered in alignment with VACCHO strategic priorities, Aboriginal data sovereignty principles, and culturally safe practice. The role operates under the direction of the Director, Transitions and Systems Development and supports the execution of project work plans, reporting requirements, stakeholder engagement activities, and operational coordination tasks across both CEADH and NDQAC-related workstreams.

Key Responsibilities

CEADH and NDQAC Engagement

- Provide day-to-day coordination support to CEADH and NDQAC-related project activities and deliverables.
- Assist in tracking project milestones, actions, timelines, and reporting requirements across both workstreams.
- Support the preparation and maintenance of project documentation, including work plans, schedules, and progress updates.

- Assist with coordination of activities across internal VACCHO teams and external partners including ACCHOs, universities, and government stakeholders.
- Maintain accurate records of project activities, decisions, and actions.

Secretariat and Administration

- Provide secretariat support to CEADH and NDQAC project meetings, working groups, and forums as required.
- Coordinate meeting logistics including scheduling, agendas, papers, minute-taking, and action tracking.
- Support document management processes including version control, filing, and maintenance of project records.
- Assist in coordination of workshops, meetings, and engagement activities linked to CEADH and NDQAC work programs.
- Support preparation and distribution of governance and project documentation as directed.

Communication and Stakeholder Engagement

- Assist in preparing content for reports, newsletters, updates, and project communications materials.
- As requested, coordinate with jurisdictional Communications Teams to ensure consistency of messaging, branding, and cultural safety.
- Support distribution of project updates and information to stakeholders within the scope of the role, including potential, partners, and collaborators.
- Assist in documenting and sharing project milestones, outputs, and achievements as required.

General Coordination and Administration

- Assist the Director Transition, and Systems Development and Senior Secretariat and Communication Office with the preparation of progress reporting, governance papers, and stakeholder communications.
- Support monitoring and tracking of relevant work plans, deliverables, and where appropriate funding administration requirements.
- Support the coordination of safe and secure management of records, data management and information agreement making.
- Assist and prepare with the development of high quality documentation, including strategies, plans, reports and other relevant correspondence in collaboration with CEADH members and under the supervision of the Director, Transition and Systems Development as required.

Knowledge and Experience

- Competence with Microsoft 365, website content management systems and communication tools.
- In depth understanding of the impacts of colonisation, intergeneration trauma and broader Aboriginal and Torres Strait Islander social and emotional wellbeing, policy, or advocacy organisations.
- Demonstrated proficiency and experience using Microsoft applications (e.g., Microsoft Word, Excel, Outlook, PowerPoint) combined with a high level of accuracy and attention to detail.

Desirable

- Demonstrated experience in culturally safe and supportive communication and engagement with a range of key stakeholders (e.g. Aboriginal Elders and Community Leaders, Aboriginal Community Controlled Organisations, Government, Research Institutes and Universities).
- Knowledge of digital health best practice models in health care, evidence systems, particularly in Aboriginal and Torres Strait Islander health research and evaluation.
- Relevant qualification or equivalent experience in project management, health administration related field or demonstrated equivalent experience.

Highly Regarded

- Demonstrated experience in organisational and project coordination skills with the ability to apply a strength-based approach when working across multiple teams and priorities.
- 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.
- Maintains 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

- Ability to understand and apply methods of constructive, strengths-based project coordination, communication, accountability, and aligning with the VACCHO values of respect, collaboration and professionalism.
- Strong organisational skills and experience providing secretariat or project coordination support for committees or research partnerships.
- Excellent written and verbal communication skills, including producing newsletters, reports, and meeting documentation.
- 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.