



POSITION DESCRIPTION

SENIOR POLICY OFFICER – 6 MONTHS

OVERVIEW

PROGRAM	Governance, Quality and Compliance
POSITION REPORTS TO	Manager Governance, Performance, Quality and Safety
DIRECT REPORTS	Nil
IDENTIFIED POSITION	No; Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply
DATE PREPARED	9 October 2023
AWARD	SCHCADS award level 5-6 depending on experience

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is an Aboriginal¹ community organisation responsible for managing more than 1,800 rental properties for Aboriginal 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 non-government Aboriginal housing organisation in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na woorn-tyeen maar-takoort* (Every Aboriginal Person has a Home). As the housing and homeless policy lead in the Victorian Aboriginal community, AHV has a 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 at 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 tenants 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, tenants, government and stakeholders

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

AHV is also committed to promoting and protecting the interests and safety of children.

PROGRAM INFORMATION

¹ Throughout this document the term "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people.

The Governance, Quality and Compliance Division's primary role is to drive AHV's corporate governance. It does this by driving strategy and strategic alignment, supporting external and internal leadership, ensuring that AHV is meeting compliance and performance standards, and providing the highest standard of executive support to the Board.

PURPOSE OF THE POSITION

Reporting to the Deputy Chief Executive Officer – Governance, Quality and Compliance, the Senior Policy Officer is responsible for undertaking a range of executive coordination and secretariat and policy functions to support the goals of AHV. The incumbent is required to research, analyse and evaluate a wide range of information, options and other data to develop recommended policy positions, papers and proposals for the AHV Executive, and Board and Committees; and to lead and support the preparation of a range of compliance reporting to maintain AHV's registration as a housing association.

The activities of the position contribute directly to the progress and achievement of AHV's strategic directions as set out in the business plan by researching and recommending an appropriate position for the AHV to take to align policy with organisational strategy, to ensure informed considered discussion of relevant issues and to maintain accurate record keeping. This in turn will support AHV in its contribution to the self-determination and self-management of the Victorian Aboriginal Community.

KEY RESPONSIBILITIES

- Undertake executive and secretariat support functions for the Executive Management Group and the Board and its subcommittees, including coordination of a range of business planning and other reports and briefing papers.
- Provide information and advice to the executive group on statutory and other matters that may impact on AHVs operations and responsibilities.
- Maintain registers of actions and/or decisions of the Executive Management Group, the CEO and the Board and its subcommittees.
- Undertake research and analysis (including the identification of best practice), particularly in relation to housing and governance policy and practice.
- Provide high quality and timely written materials including correspondence, briefings, presentations project briefs, and compliance reports, including development and monitoring of AHV's business planning processes.
- Build and maintain relationships with internal and external stakeholders across the sector and with like agencies to develop and refine policy positions, protocols and program design.
- Contribute to the development of strategies which will enable AHV to undertake appropriate roles and responsibilities and to deliver efficient and effective services to the community.
- Project management including planning, resourcing, implementation and achievement of agreed deliverables.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base understanding that not all duties will be necessarily performed at all times.
- Exercise a duty of care to work safely; taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions.

QUALIFICATIONS AND LICENSES

- Victorian driver's licence
- A tertiary qualification in related field and/or demonstrated, relevant experience.

KEY SELECTION CRITERIA

- Awareness and appreciation of Australian Indigenous societies and cultures and an understanding of the issues
- Experience in Minute taking, meeting coordination, collation of secretariat papers and accurate records and document management.

- Experience in developing a diverse range of corporate and operational policies, program procedures and manuals by undertaking the various aspects of the policy making process; such as research, development, consultation, drafting, implementation and review.
- High level interpersonal and communication skills, including the ability to work collaboratively within and across teams to ensure the completion of common goals.
- 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.
- Demonstrated analytical, problem solving and negotiation skills, particularly when working with a diverse range of stakeholders.
- Knowledge of the roles of Local, State and Federal Governments and the community housing sector.
- Highly organised with the ability to work on multiple tasks, manage competing priorities and work under pressure to meet deadlines.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment as included in the Contract of Employment.
- AHV is an equal opportunity workplace.
- A National Police Records Check and Working with Children Check, satisfactory to AHV, are required before commencement.
- Attendance at mandatory and other training as required.
- Constructive/active participation in key AHV activities, which support renters and the Aboriginal community more generally e.g. AHV NAIDOC Family Day.