

# Position Description

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|--------------------------|--------------------------------------------------------------|
| <b>Position</b>          | <b>Policy Officer</b>                                        |
| <b>Business Unit</b>     | Policy, Advocacy and Communications                          |
| <b>Reporting line</b>    | Executive Manager, Policy                                    |
| <b>Direct Reports</b>    | Nil                                                          |
| <b>Location</b>          | Collingwood, with Flexible Work Arrangements considered      |
| <b>Employment Status</b> | 1 FTE / Maximum Term until 30 June 2028 (subject to funding) |
| <b>Date Reviewed</b>     | 16 July 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 with a membership of 34 Aboriginal Community Controlled Organisation (ACCOs), providing support to approximately 78,000 Community members across Victoria. VACCHO leads a collective state-wide voice that shapes the conversation on Aboriginal health and wellbeing. We strengthen and elevate the ACCO sector, so that our Mob lead thriving, self-determined and culturally strong lives. This includes all LGBTQIASB+ community members. We welcome and embrace the diversity of our Rainbow Mob.

Our Guiding Outcomes describe our vision for the long-term changes we are working towards. They are:

- Every Aboriginal and Torres Strait Islander person asserts their right to Country, Culture, Kinship and Community
- Our people and families are thriving, healthy and well
- We live free from racism
- Aboriginal Community Controlled Organisations are independent and self-determined
- Everyone is proud to live on lands with the oldest living and evolving culture in the world

Our Strategy Keeping the Fires Strong 2026-2031 sets out the priorities we will pursue in the next five years toward these Guiding Outcomes and each year we report on our progress in our annual Impact Report.

This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act (2010). This employment opportunity is only available to Aboriginal and Torres Strait Islander peoples.

## 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, justice health, disability, aged care, and mental health.

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 Policy Officer will have the responsibility for delivering on VACCHO's policy and advocacy agenda including in relation to Closing the Gap and the Aboriginal Health and Wellbeing Partnership (AHWP). The Officer will have a lead role in supporting the AHWP Forum, undertaking the responsibilities of the AHWP Forum's secretariat and will work closely with team members across VACCHO and the Department of Health to deliver poignant, well executed events aligned with the priorities of the AHWP Action Plan. The Policy Officer will contribute to VACCHO being a strong voice for Aboriginal Community Controlled Organisations and influencing policy across the range of health issue areas.

The Officer will support VACCHO's Executive to respond to parliamentary inquiries and government consultations. The role will also support VACCHO in other areas of strategic priority through the development of evidence-based submissions, briefings, policy campaigns and other similar tasks when required.

## Key Responsibilities

- 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.
- Develop submissions, briefs, letters and responses to Government processes including Parliamentary or Government enquiries.
- Develop VACCHO's policy and advocacy documents such as reports and position papers.
- Provide timely, evidence-based, advice to senior management to enable decision-making.
- Support advocacy led by VACCHO's Executive Directors and staff within their business units.
- Support strategic planning, policy development and implementation for VACCHO.
- Assist VACCHO leaders to build relations with the Victorian Department of Health, Australian Department of Health and other relevant Government bodies to advance the provision of health services for Aboriginal and Torres Strait Islander people.
- Assist VACCHO leaders to build relations with Members of Victoria's Elected Representatives in order to gain their support for VACCHO's policy work.
- Assist VACCHO leaders to build relations with other organisations in the health sector, gaining support for VACCHO's objectives.
- Develop plans to assist VACCHO leaders to build strong relationships with VACCHO's Members and mobilise their involvement in advocacy and campaigning.
- Assist in ensuring that VACCHO Members are informed about government policy and its effect on their delivery of services
- 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 Communication Unit 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

- Basic knowledge of the health sector and policy in Victoria.
- An ability to comprehend and analyse laws, policy and research to inform VACCHO's advocacy and campaigns.
- Basic written communication skills and experience preparing 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.
- Self-motivated with ability to work independently and as an effective team member
- Basic analytical and research skills with an aptitude for problem solving.
- Ability to understand issues and pressures to which the organisation has to respond and ability to understand the reasons behind the organisational climate and culture.
- 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

- Demonstrated stakeholder-engagement and relationship-building skills.
- Tertiary qualification in public health, policy or another relevant field.

## 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

- Demonstrated knowledge and experience relevant to this role as described above (do not remove).

## 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.