

Position Description

Policy & Practice Coordinator

The Victorian Alcohol & Drug Association Inc. (VAADA) is a Health Promotion Charity, whose goal is to promote the reduction of alcohol and drug related harms in the Victorian community.

We are a member driven peak body representing alcohol and other drug (AOD) treatment services, harm reduction organisations and services committed to VAADA's purpose of providing leadership, education and mutual support in the field of AOD dependence. This includes through policy, program development and public discussion.

Our vision is that everyone in Victoria has equitable access to a quality AOD system of care, when, where and how they want it.

Our Values

Collaborative

Rights-Based

Courageous

Evidence-Informed

Position overview

Title:	Policy & Practice Coordinator
Reports to:	Head of Policy & Practice
Hours of work:	0.6 FTE
Term:	Fixed Term – 12 months
Classification:	Level 5 Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Level 6 222 Hoddle Street Abbotsford or by negotiation

Key Responsibilities

The Policy and Practice Coordinator combines practice knowledge with policy capability to build service capacity that strengthens Victoria's AOD sector. With skills in research, writing, stakeholder engagement and project management, the role helps ensure sector development is informed by practice wisdom, research evidence, data and lived and living experience. The position supports VAADA's annual Budget Submission, coordinates and strengthens the VAADABase data collaboration project, convenes professional networks and helps plan sector forums. The role supports consultations with AOD services, people with lived and living experience and other stakeholders to inform VAADA's policy, advocacy and sector development activities.

Key Responsibilities

a) Policy

- Support the production of VAADA's annual Budget Submission to the Victorian Government.
- Facilitate consultation with relevant stakeholders to inform policy positions including with AOD service providers, the AOD workforce and people with AOD lived and living experience.
- Research and write AOD policy submissions under the direction of the Head of Policy & Practice.
- Provide guidance to senior leaders at VAADA on emerging sector trends garnered through research and practice activities.
- Participate in external reference groups and networks as a VAADA representative in consultation with the Head of Policy & Practice and CEO.
- Contribute to the development of external research partnerships in line with VAADA's strategic priorities.
- Support other activities in the Policy & Practice team as required by the Head of Policy & Practice.

b) Practice

- Oversee VAADABase, the AOD sector's data collaboration project - including collaborating with project partners, promoting the opportunity to new members and strengthening data outputs from the project.
- Produce an annual VAADABase AOD Insights Report.
- Convene professional networks, enhancing practice and sector outcomes.
- Work closely with the Head of Policy & Practice to coordinate VAADA projects, both funded activities and those deemed strategic priorities.
- Plan and support the organising of sector forums and meetings.
- Support the development of tenders and submissions as required by the Head of Policy & Practice.
- Work collaboratively to contribute to the achievement of VAADA's broader strategic goals.

Qualifications and Experience

- Minimum 3 years work experience in a related role.
- National Police Check and Working with Children Check

Desirable:

- Tertiary qualification in AOD or public policy.
- Lived and living experience of alcohol and other drugs

Key Selection Criteria

- Proven ability to research, analyse complex data and develop policy and position papers.
- Strong written and verbal communication skills, including excellent report writing skills.
- A well developed understanding of AOD issues and related policy.
- Proven project coordination experience with excellent organisational and planning skills, including managing time, prioritising tasks and meeting deadlines.
- Experience in planning and managing meetings, forums and networks.
- Demonstrated ability to build successful relationships with internal and external stakeholders.
- Demonstrated commitment to VAADA's vision, purpose and values.