



POSITION DESCRIPTION

POLICY OFFICER

OVERVIEW

PROGRAM: Strategy and Performance

POSITION REPORTS TO: Director Strategy and Performance

ORGANISATION CONTEXT:

Vision

Aboriginal Housing Victoria's (AHV) vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

AHV is the first Aboriginal housing agency to be registered as a Housing Association in Victoria and it is also the largest. Our tenants are assured of access to an Aboriginal landlord and personalized and culturally sensitive services for Aboriginal people which helps to maintain and strengthen Aboriginal communities and cultural ties.

AHV provides housing to approximately 4,000 low income Aboriginal Victorians in 1,524 properties, representing 8% of the Aboriginal population. AHV manages tenancies across metropolitan and regional Victoria with the largest number in the Loddon Mallee (302), Gippsland (219), Hume (198), and the Northern (187) and Southern (167) Melbourne Metropolitan areas.

AHV is in the process of seeking transfer of the title of 1449 properties currently owned by the Director of Housing and managed by AHV. This represents further progress toward achievement of the original ambition of AHV's founding Elders to achieve self determination and provide culturally responsive housing services.

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

In 2015/16 AHV is looking to become recognized and accredited as a workplace taking active steps to stop men's violence against women under the White Ribbon Workplace Accreditation Program and has a zero tolerance approach to violence.

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

PROGRAM INFORMATION:

The Strategy and Performance division is responsible for: strategic policy development; community engagement; advocacy; strategic asset management and maintenance and development; governance; data collection and management; and key performance reporting.

PURPOSE OF THE POSITION:

Reporting to the Director of Strategy and Performance the Policy Officer is responsible for undertaking policy work with respect to developing, documenting and embedding the various policy positions adopted by AHV. The Policy Officer is expected to research, analyse and evaluate a wide range of information, options and other data to develop policy positions and proposals in relation to the administrative and operational functions of the organisation. The position will also take a lead role in program design and evaluation.

The Policy Officer's activities will contribute to ensuring AHV achieves its 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. This in turn will support AHV in its contribution to the self determination and self management of the Victorian Aboriginal Community.

KEY RESPONSIBILITIES

- Undertake research and analysis (including the identification of best practice) in respect of specified areas for policy and program development.
- Provide high quality and timely written materials including correspondence, briefings and presentations and/or project briefs.
- Co-ordinate a range of business plan and other reports and briefing papers for the Executive Management Group and the Board and its subcommittees.
- 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.
- Provide information and advice to the executive group on statutory and other matters that may impact on AHV's operations and responsibilities.
- Keep abreast of current stakeholder reports, data and other information sources and provide advice on their anticipated impact on AHV.
- 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.

- Program development including leading program design and development of program specifications, procedures, guidelines and other documentation.
- 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

- A relevant tertiary qualification is preferred.

KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- 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 are as per the Contract of Employment
- AHV is an equal opportunity workplace
- AHV promotes a smoke free workplace
- A current National Police records check and relevant valid state Working With Children Check are required
- Attend mandatory and other training as required

APPROVED BY MANAGER

ACCEPTED BY STAFF MEMBER

DATE