



POSITION DESCRIPTION

Aboriginal Community Project Officer Maximum Term Full-Time (2 Years)

OVERVIEW

PROGRAM	Aboriginal Rapid Housing Response Program (ARHRP)
POSITION REPORTS TO	Director Assets and Development
DIRECT REPORTS	Not Applicable
DATE PREPARED	13 December 2020
IDENTIFIED POSITION	Yes

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing more than 1,500 rental properties for Aboriginal and/or Torres Strait Islander 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 Aboriginal Registered Housing Agency in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na worn-tyeen maar-takoort*. As the housing policy lead in the Aboriginal community, AHV has 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 to those most in need of support. Through the provision of secure housing by an Aboriginal landlord, 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 as a workplace taking active steps to stop men's violence against women and has a zero-tolerance approach to violence in any form.

PROGRAM INFORMATION

AHV has successfully won a significant funding bid from the State Government to undertake maintenance and upgrade works to Aboriginal housing properties (known as the Aboriginal Rapid Housing Response Program (ARHRP)). The bid is

comprised of properties from AHV and 20 Aboriginal Community Controlled Organisations (ACCOs) including approximately 2,000 self-contained units and five hostels and rooming houses located across the state.

PURPOSE OF THE POSITION:

The role of the Aboriginal Community Project Officer is to support the delivery of the works program through positive relationships and consistent communication with the ACCOs involved in the project. The position will be working with the ARHRP Project Team to support the timely and efficient rollout of the program, coordinating, and facilitating two-way communication and building rapport with project stakeholders.

KEY RESPONSIBILITIES

- The position will develop and maintain positive relationships with the ACCO teams, the AHV ARHRP Project Team and external project managers and contractors overseeing and delivering the works respectively.
- Coordinate and support the efficient and effective delivery of the works schedule and works in a culturally appropriate manner.
- Connect project stakeholders and ensure a collaborative approach is adopted between the ARHRP Project Team, the ACCOs and the contractors.
- Develop good working relationships with the project contractor teams to ensure activities are undertaken strategically, minimising impact and disruption to stakeholders and the community.
- Arrange site visits for the ARHRP Project Team and contractors and ensure visitors undergo relevant site inductions.
- Identify stakeholder and community issues and recommend strategies to respond, prevent complaints and minimise impacts.
- Understand and comply with the ARHRP's communication and consultation requirements and processes.
- Prepare written communication for project stakeholders to meet governance requirements and ensure two-way communication is achieved between the ACCOs and the ARHRP Project Team.
- Develop and implement a Community and Stakeholder Engagement Management Plan for the project including developing and implementing strategies and procedures for specific activities, ensuring they are updated as required.
- Write a range of high-quality communication materials for reporting purposes including internal and external governance

QUALIFICATIONS AND LICENCES

- Current Victorian driver's licence.
- Relevant tertiary qualifications are preferred.

KEY SELECTION CRITERIA

The key selection criteria for role include:

- Awareness and appreciation of Aboriginal communities and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Knowledge of the Aboriginal community sector and an understanding of the issues it faces.
- Excellent interpersonal skills with a demonstrated capacity to work collaboratively with peers, staff and other stakeholders, to build and maintain positive, productive and mutually beneficial networks to facilitate organisational objectives; and exercise influence in a range of contexts.

- The ability to clearly and concisely present information both in writing and verbally, together with the ability to communicate complex concepts to a broad audience.
- Identifying, analysing and understanding issues and problems; comparing information from different sources; suggesting action and providing advice upon which effective decisions can be based.
- Solid time management skills with the ability to work across multiple work streams, prioritise a demanding work load, and remain solution-focused.
- Ability to work independently, including capacity to exercise effective personal judgement.
- Project management experience in the building industry, property management or construction will be viewed favourably.

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.