



ABORIGINAL HOUSING VICTORIA

POSITION DESCRIPTION

Director – Strategy and Performance

OVERVIEW

PROGRAM:	Director - Strategy and Performance
POSITION REPORTS TO:	CEO
DIRECT REPORTS:	3
DURATION:	Full-Time Maximum Term Employment Contract
ABORIGINAL IDENTIFIED POSITION	No
DATE PREPARED:	19 October 2021

ORGANISATION CONTEXT:

Vision

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 and homeless policy lead in the Victorian 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 renters 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, renters, 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.

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

UNIT ROLE STATEMENT

The Strategy and Performance Division’s primary role is to drive AHV’s strategy, strategic alignment and lead corporate governance activities. This includes the development of strategy and corporate governance encompassing risk, compliance and performance. This occurs by 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.

The role oversees and drives the work of:

- The Strategic Advocacy, Policy and Communications team work to improve Aboriginal housing and homelessness outcomes through effective policy development, stakeholder management, advocacy strategies, communications and community relationships.
- The Governance, Performance, Quality and Safety team whose primary role is to drive AHV’s strategy and strategic alignment and lead corporate governance activities.
- The Social and Community services team identifies, develops, establishes and embeds innovative projects and programs that contribute to the vision of every Aboriginal person having a home. The unit works across AHV, the Aboriginal housing and homelessness sector and mainstream social and private sector housing to drive innovative projects that improve Aboriginal housing outcomes.

PURPOSE OF THE POSITION:

The role of the Director of Strategy and Performance is to support the Chief Executive Officer and the Board through the provision of high-quality strategic policy advice, effective coordination and support of AHV’s governance structures, and the development and implementation of the organisational annual business plan activities.

This Director works closely with the Assets and Development, Finance, Aboriginal Housing Services and Human Resources/Organisational Development teams.

The Director is a member of the Executive Management Group. As a member of the executive team, the Director will be expected to demonstrate leadership internally and externally and to take a flexible approach as required to ensure that AHV meets the Board’s objectives and that it successfully delivers services to its clients.

The role will provide inspiring leadership and apply high level people management skills to their staff; and will operate within the AHV Delegations Register.

KEY RESPONSIBILITIES

- Provide effective support to the Board Chair and the CEO to enable them to deliver best practice governance and operational arrangements for AHV.
- Oversee adherence to contractual and compliance obligations with timely and accurate reporting to key agencies including the Housing Registrar and ensure maintenance of registration as a Housing Association.
- Lead strategic and business planning within AHV ensuring that these are developed, and performance is monitored and reported to the Board.
- Ensure activities reflect the self-determination aspirations and needs of Victoria’s Aboriginal and/or Torres Strait Islander community.
- Provide leadership in strategic policy and communications.

- Work collegiately, identify opportunities and solutions, challenges and emerging issues facing AHV and champion and lead agreed responses across the organisation.
- Maintain the policy development capability within AHV that supports the CEO and the Board to advocate effectively for additional resources and influence in delivering on its objectives.
- Lead and participate at a senior level in key strategic projects designed to enhance the efficiency and effectiveness of AHV, including work on transfer of title of government properties to AHV.
- Develop internal and external communication and community engagement strategies that can be implemented expeditiously.
- Undertake the necessary policy work to support the AHV's strategic advocacy work as the lead agency for Aboriginal housing and homelessness in Victoria across a range of stakeholders.
- Work with the CEO to develop effective networks and working relationships with government and other external stakeholders in the housing industry.
- Oversee the implementation of a formal Organisational Quality and Safety Framework.
- Lead and guide staff in their performance and professional development in collaboration with the Manager of Human Resources and Organisational Development.

QUALIFICATIONS AND LICENCES

- A current Victorian Driver's licence.
- Minimum of a relevant tertiary qualification.

KEY SELECTION CRITERIA

- Awareness and appreciation of Victorian Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Victoria including the diversity of circumstances of Indigenous people.
- High level awareness of the complexity of relations between Government and Stakeholder Organisations and demonstrated political acumen.
- Demonstrated experience in strategic thinking and the ability to provide authoritative advice and manage research and analysis supporting that advice.
- Demonstrated experience in developing high quality policy solutions to specific challenges.
- Demonstrated ability to exercise sound judgment in relation to complex and sensitive issues. steer and implement change in uncertain and complex environments.
- Demonstrated capacity to steer and implement change in uncertain and complex environments and to initiate and drive improvements to existing management, systems and processes.
- Superior interpersonal skills, including the ability to negotiate across all levels of the organisation and with external stakeholders and organisational and government partners.
- Superior leadership and people management skills.
- Experience in the management of the contractual, regulatory and legislative requirements of funded programs.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment.
- AHV is an equal opportunity workplace.
- A current National Police records' check and current Victorian Working with Children Check are required.

- Evidence of COVID-19 Vaccination Certificate or Vaccination Exemption Certificate.
- Attend mandatory and other training as required.
- The position is located at 125 -127 Scotchmer St, North Fitzroy but some travel in metropolitan Melbourne and regional Victoria will be required.