



ABORIGINAL HOUSING VICTORIA

POSITION DESCRIPTION COMMUNICATIONS OFFICER

OVERVIEW

PROGRAM:	Strategy and Performance
POSITION REPORTS TO:	Manager, Strategic Policy, Advocacy and Communications
DIRECT REPORTS:	Nil
IDENTIFIED POSITION:	No; Aboriginal and Torres Strait Islander candidates encouraged to apply
DATE PREPARED:	8 September 2022
AWARD:	SCHCADS 5

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 rental provider, 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.

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

The Communications Officer will report to the Manager, Strategic Policy, Advocacy and Communications and will coordinate the delivery of AHV's communications and other projects as required. The main purpose of the role is to ensure that AHV's communications are effective, targeted and engage appropriately with our tenants, the Victorian Aboriginal community and our stakeholders. The position will be responsible for coordinating the implementation of the objectives outlined in AHV's communications strategy, including, print and news media, social media and publications.

This role will support AHV in its contribution to self-determination and achievement of its Strategic plan and the *Mana-na woorn-tyeen maar-takoort* – Every Aboriginal Person Has a Home (Victorian Aboriginal Housing and Homelessness Framework) by ensuring that the organisation is able to improve the profile and position of AHV within the Aboriginal community, the sector and key stakeholders.

KEY RESPONSIBILITIES

- Lead the development and implementation of innovative communications campaigns and strategies, to promote and improve AHV's reputation and enhance community understanding of the organisation.
- Develop, maintain and implement elements of the AHV communications calendar.
- Oversee and coordinate the development, coordination and ongoing maintenance of the AHV website.
- Lead production of AHV's internal communications, tenant newsletter, Annual Report, brochures and other publications/collateral as necessary.
- Lead the development and delivery of communication strategies for events, forums and consultations.
- Develop, implement and maintain AHV's social media strategy.
- Develop and maintain strong, professional and productive relationships with AHV staff to ensure targeted and culturally appropriate communications.
- Ensure the communications Risk Management register is contemporary and maintain relevant compliance obligations.

QUALIFICATIONS AND LICENCES

- A current Victorian Driver's licence.
- A relevant tertiary qualification is preferred.

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.
- Highly organised with the ability to work on multiple tasks and manage competing priorities.
- Demonstrated track record of clearly and concisely presenting information both in writing and verbally, together with the ability to communicate complex concepts to a broad audience.
- Ability to provide high quality customer service to internal and external stakeholders, maintaining professional relationships, at all times.
- Ability to work effectively as part of a team in a professional and ethical manner under pressure and to tight deadlines.
- Knowledge of the roles of Local, State and Federal Governments and the community housing sector.
- Understanding of the specific issues that organisations need to address to communicate effectively with the Victorian Aboriginal community and local elders.
- High level understanding and use of standard office software including email, Microsoft Word and Excel, and skills in developing and/or administering web sites and other online media (or the capacity to develop these skills).
- Experience in delivering projects within agreed timeframes.
- Experience in event management, in a community setting.

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 Working with Children Check are required.
- Attend mandatory and other training as required.

APPROVED BY MANAGER

ACCEPTED BY STAFF MEMBER

DATE