



ABORIGINAL HOUSING VICTORIA

POSITION DESCRIPTION

Manager, Strategic Policy, Advocacy and Communications

OVERVIEW

UNIT:	Strategic Policy, Advocacy and Communications
POSITION REPORTS TO:	Director, Strategy and Performance,
DIRECT REPORTS:	9
ABORIGINAL IDENTIFIED POSITION	Yes
DATE PREPARED:	14 January 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 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 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.

UNIT ROLE STATEMENT

The Strategy and Performance Division's primary role is to drive AHV's strategy and strategic alignment and lead corporate governance activities. This is driving the development of the strategy; corporate governance is all about risk, compliance, strategy, performance.

It does this by supporting external and internal leaderships, ensuring that AHV is meeting compliance and performance standards, and providing the highest standard of executive support to the Board.

Strategic Policy, Advocacy and Communications Role statement

To improve Aboriginal homelessness and housing outcomes through effective policy development, stakeholder and advocacy strategies and communications and community relationships.

This Unit has several roles as follows:

- Provide strategic policy leadership and advocacy with and on behalf of the Aboriginal housing and homelessness sector.
- It will develop strategic partnerships and raise the profile and position of AHV with its stakeholders and clients.
- Leads responsibility for driving the implementation, monitoring and evaluation of Mana-na woorn-tyeen maar-takoort, the Victorian Aboriginal Housing and Homelessness Framework rests here.
- Provides effective external communication to advance the advocacy function and profile development of AHV.
- Provides internal communications to ensure strategic alignment.
- The Cultural Officer is in this team working across AHV to strengthen culture.

PURPOSE OF THE POSITION:

To be responsible for achieving effective strategic advocacy, policy and communications goals at AHV. This includes effective leadership, people management, task management and risk, compliance and financial performance of the team.

The role will provide inspiring leadership and people management support to their staff; oversee the day to day work of the team and will operate within the AHV Delegations Register.

KEY RESPONSIBILITIES

- Lead the development and implementation of policy and advocacy, media and communications strategies, to support the delivery of AHVs Vision and goals.
- Oversee the development and delivery of AHV Communications Plans and media plans.
- Oversee the development of high-level quality media responses and provide advice on emerging media trends and complex communications issues.
- Oversee the development and implementation of AHVs policy and advocacy reform agenda.
- Develop strong working relationships with AHV stakeholders, government funders, and oversee the management of AHVs core funding contractual requirements with the Commonwealth and State and Territory Governments; ensuring continued core government funding for the Team.
- Ensure close collaboration with the other function Heads to ensure the transfer of research, data, clinical and specialist insights into effective media, communications and policy content.

- Lead the provision of high-quality advice and support to the Executive Team, CEO and Board.
- Represent AHV at various forums and ensure the community voice is at the centre of the policy table.
- Monitor and revise AHV and partners progress against the goals in the *Mana-na woorn-tyeen maarkoort* -Every Aboriginal Person Has A Home (Victorian Aboriginal Housing and Homelessness Framework).
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.
- Exercise a duty of care for the health and safety of staff, volunteers and clients in your charge and implement effective OH&S measures to ensure compliance with the Occupational Health and Safety Act 2004 (Vic) Act and related legislative requirements.

Team Leadership

- Provide strategic leadership to, and oversee the effective operations of, the Strategic Policy, Advocacy and Communications team, delivering agreed outcomes on time and on budget.
- Lead and manage team members.
- Prepare Performance Development Plans for team members; and support their development; brokering or providing coaching and training as needed to maximise individual and team performance.
- Report on the progress of activities to the Director, Strategy and Performance monthly or as required.
- Build and manage a high performing team, including resource planning, developing staff work plans, professional development and biannual performance reviews.
- Manage the team's financial performance effectively.
- Maintain the team's risk management register.
- Maintain the team compliance obligations.
- Participate effectively in all AHV corporate activities including CQI.

Organisational Leadership

- Provide strategic policy and communications leadership.
- Ensure activities reflect the self-determining wishes and needs of Victoria's Aboriginal and/or Torres Strait Islander community.
- Champion and contribute to the execution of AHVs annual business plan.
- Work collegiately, identify opportunities and solutions, challenges and emerging issues facing AHV and champion and lead agreed responses across the organisation.

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.
- Experience in managing strategic policy, advocacy and communications.
- Highly organised with the ability to work on multiple tasks and manage competing priorities.

- 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.
- 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 and homelessness sectors.
- 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 skill 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 management 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.
- 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.

APPROVED BY MANAGER

ACCEPTED BY STAFF MEMBER

DATE