



POSITION DESCRIPTION

POLICY OFFICER

OVERVIEW

PROGRAM: Strategy and Performance

POSITION REPORTS TO: Director Strategy and Performance

ORGANISATION CONTEXT:

Vision

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing over 1,500 rental properties for Aboriginal and /or Torres Strait Islander people living in Victoria. AHV's 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 dual roles to hold the Government to account in securing 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.

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, to 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 has a zero tolerance approach to violence of any kind. 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; 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 a range of secretariat and policy functions to support the goals of AHV. The Policy Officer is expected to research, analyse and evaluate a wide range of information, options and other data to develop policy positions, secretariat papers and proposals.

The Policy Officer's activities will contribute to the achievement of AHV's 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, to ensure informed considered discussion of relevant issues and to maintain accurate record keeping. This in turn will support AHV in its contribution to the self-determination and self-management of the Victorian Aboriginal Community.

KEY RESPONSIBILITIES

- Undertake secretariat support functions for the Executive Management Group and the Board and its subcommittees, including coordination of a range of business plan and other reports and briefing papers.
- Provide information and advice to the executive group on statutory and other matters that may impact on AHV's operations and responsibilities.
- Maintain correspondence registers and tracking of correspondence
- Maintain registers of actions and/or decisions of the Executive Management Group, the CEO and the Board and its subcommittees.
- 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.
- 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.
- 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.
- 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 Minute taking, meeting coordination, collation of secretariat papers and accurate records and document management.
- 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.