



POSITION DESCRIPTION

ADMINISTRATIVE SUPPORT OFFICER – BLUEPRINT

OVERVIEW

PROGRAM	Strategy and Performance
POSITION REPORTS TO	Manager, Blueprint – Aboriginal specific Homelessness System Project
DIRECT REPORTS	Nil
IDENTIFIED POSITION	No; Aboriginal and Torres Strait Islander candidates strongly encouraged to apply
DATE PREPARED	13 December 2023
AWARD	SCHCADS level 4

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 woorn-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 leading AHV's corporate governance and leading implementation of *Mana-na woorn-tyeen maar-takoort* (Every Aboriginal Person Has a Home) and Aboriginal housing and homelessness policy and advocacy in Victoria.

The division is comprised of four teams led by managers who work closely together.

Manager, Governance Performance Quality Services (GPQS)	Manager, Aboriginal Housing and Homelessness Forum (AHHF)	Manager, Blueprint – Aboriginal Specific Homelessness System Project	Manager, Sector Development
Provides the highest standard of executive support to the Board and leads and coordinates governance, risk and compliance activities across AHV. The team leads strategic and business planning, internal policy development and performance monitoring and reporting.	Provides strategic policy leadership and leads advocacy and communications and engagement with and on behalf of the Aboriginal housing and homelessness sector. Provides high level support to the Director, CEO and Chairs of key forums responsible for implementing <i>Mana-na woorn-tyeen maar-takoort</i> including by leading Secretariat functions.	Leads implementation of the Blueprint for an Aboriginal specific homelessness system in Victoria. Develop and implements the Aboriginal homelessness system stewardship function and provides Secretariat support to the Blueprint Steering Committee and other working groups.	Leads sector development and capacity building for Aboriginal housing and homelessness providers. Develops and delivers programs, projects and activities that advance key objectives of <i>Mana-na woorn-tyeen maar-takoort</i> .

The *Mana-na woorn-tyeen maar-takoort* Framework has five key objectives:

1. Secure Housing Improves Life Outcomes
2. Building supply to meet the needs of a growing Aboriginal population.
3. Opening Doors to Home Ownership and Private Rental
4. An Aboriginal Focused Homeless Service System
5. A Capable System that delivers Aboriginal Housing Needs

PURPOSE OF THE POSITION

The Blueprint is a project from the Implementation Working Group and therefore reporting back through IWG is part of the role. There is a Blueprint committee that has been established that is Co-Chaired by Homes Victoria and AHV. Part of the position is to coordination is liaison and diary coordination that include getting all Blueprint papers together and upload. The position will report directly to the Manager of the Blueprint and they will be responsible for the administrative support of the implementation of the Blueprint for and Aboriginal Specific homelessness system in Victoria and 5-year Implementation Plan.

The Administrative Support Officer coordinates and provides administrative support to the Director and three (3) Managers (Manager, AHHF Secretariat; Manager, Blueprint; and Manager, Sector Development) that are responsible for implementing the goals in:

- *Mana-na woorn-tyeen maar-takoort* – ‘Every Aboriginal Person Has a Home’, the Victorian Aboriginal Housing and Homelessness Framework
- Blueprint of an Aboriginal-specific homelessness system
- *Mana-na woorn-tyeen maar-takoort* – ‘Every Aboriginal Person Has a Home’ Aboriginal Housing and Homelessness Summit Report
- 5-year Implementation Plan *Mana-na woorn-tyeen maar-takoort*

A key component of the role is to engage, liaise and coordinate with the Aboriginal Housing and Homelessness Forum members made up of 38 Aboriginal Community Controlled Organisations, Traditional Owner Groups and Aboriginal Trusts, Community Housing Providers and Homes Victoria. As part of the *Mana-na woorn-tyeen maar-takoort* governance structure, our members participate in sub-committees:

- Implementation Working Group (IWG)
- Implementation Working Group Koori Caucus
- Implementation Action Group (IAG)
- Blueprint Aboriginal-specific homelessness project steering committee

KEY RESPONSIBILITIES

- Build and maintain relationships with internal and external stakeholders across the Aboriginal Community Controlled Sector, the non-Aboriginal homelessness and housing sectors and department and government partners to develop and refine policy positions, protocols and project design.
- Coordinate, engage and liaise with AHHF Members, CHO's and Homes Victoria to implement *Mana-na woorn-tyeen maar-takoort* – 'Every Aboriginal Person Has a Home', the Victorian Aboriginal Housing and Homelessness Governance Schedule
- In-collaboration with policy team assist in the preparation and dissemination of member meeting packs aligned to the governance schedule
- Circulate through VAHHF portal all member packs to respective members of
 - Implementation Working Group (IWG)
 - Implementation Working Group Koori Caucus
 - Implementation Action Group (IAG)
 - Blueprint Aboriginal-specific homelessness project steering committee
- Engage and liaise with the VAHHF members and sub-committees to update and maintain the VAHHF Members Register on a monthly basis.
- Engage and liaise with consultants
- Undertake administrative support functions that include minutes, actions and correspondence; some contracting and financial payments coordination
- 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.
- An understanding of the historical and contemporary impacts of homelessness and housing exclusion on and in Aboriginal communities. Specific experience in the Victorian context is preferred.
- Experience in minute taking, meeting coordination, collation of secretariat papers and keeping accurate records and document management.
- High level interpersonal and communication skills, including the ability to work collaboratively with a diverse range of stakeholders and services to ensure the completion of common goals.
- Demonstrated analytical, problem solving and negotiation skills, and experience in working with a diverse range of stakeholders.
- Knowledge of the roles of the Victorian Aboriginal and mainstream community service organisations and systems.
- Highly developed organisational skills and an ability to work on multiple tasks, manage competing priorities and work under pressure to meet deadlines.
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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.