



POSITION DESCRIPTION

Manager, Blueprint – Aboriginal-specific Homelessness System Project

OVERVIEW

PROGRAM:	Strategy and Performance
POSITION REPORTS TO:	Director, Strategy and Performance
DIRECT REPORTS:	2
IDENTIFIED POSITION:	No; Aboriginal and Torres Strait Islander candidates encouraged to apply
DATE PREPARED:	12 January 2023
AWARD:	SCHCADS 8

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 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, 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 committed to promoting and protecting the interests and safety of children.

PROGRAM INFORMATION:

The Strategy and Performance division is responsible for: strategic policy development; grant funded programs, advocacy, communications; data collection & management; governance support and key performance reporting. It also holds the Secretariat role for the Victorian Aboriginal Housing and Homelessness Framework (VAHHF) – *Mana-na worn-tyeen maar-takoort* (Every Aboriginal Person Has a Home) and the Aboriginal Housing and Homelessness Forum (AHHF)

Establishing an Aboriginal-specific homelessness system that responds to the Aboriginal homelessness crisis, is trauma informed and built on the principles of self-determination is a key goal of *Mana-na woorn-tyeen maar-takoort*. After extensive consultation with the community, and under the guidance of a Steering Committee of Aboriginal Housing and Homelessness Forum members, Homes Victoria, and the Council to Homeless Persons, the Final Report: Blueprint for an Aboriginal-specific Homelessness System in Victoria (Blueprint) was launched at the Aboriginal Housing and Homelessness Summit in 2022.

The Blueprint provides a design of an Aboriginal-specific homelessness system and a plan to practically implement each of the system features that are the building blocks for a future focussed, connected and culturally safe Aboriginal homelessness system. Implementing the Blueprint will require a ground up, Aboriginal community led process overseen by a Statewide Aboriginal agency leading system stewardship. The Stewardship role is auspiced by Aboriginal Housing Victoria

PURPOSE OF THE POSITION:

Reporting to the Director, Strategy and Performance, the Blueprint Manager will work closely with the Blueprint Steering Group to develop and progress the implementation plan. The role is also responsible for overall project management.

KEY RESPONSIBILITIES

The position will be responsible for:

- Oversee the progression of key tasks of the Blueprint implementation plan
- Monitor financial performance of the project within budget.
- Maintain effective compliance as they relate to the Funding Agreement.
- Provide detailed and high-level reporting as required.
- Provide high quality and timely written materials including correspondence, data and trends reports, 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 pro design.
- Project management including planning, resourcing, implementation and achievement of agreed deliverables.
- Program development including leading program design and revision of program specifications, procedures, guidelines and other documentation in line with continuous quality improvement.
- Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills.
- Exercise a duty of care to work, taking reasonable care to protect your own health and safety and that of your fellow workers, and clients including following safe working procedures and instructions.

QUALIFICATIONS AND LICENSES

- A current Victorian Driver’s license.
- 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.
- A highly developed 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.
- A highly developed understanding of the current Victorian Homelessness system, policies, pathways, challenges and frameworks.
- A highly developed understanding of both social and community housing sector and the private rental market.
- Demonstrated experience in developing and implementing effective project and program management, design, and implementation
- 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.
- Experience in the recruitment, induction and effective management and support of staff
- 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, 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.

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.
- 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