



ABORIGINAL HOUSING VICTORIA

POSITION DESCRIPTION

Manager, Aboriginal Housing and Homelessness Forum (AHHF)

OVERVIEW

PROGRAM:	Strategy and Performance
POSITION REPORTS TO:	Director, Strategy and Performance
DIRECT REPORTS:	Approx. 4
IDENTIFIED POSITION:	No; Aboriginal and Torres Strait Islander candidates encouraged to apply
DATE PREPARED:	20 February 2023
AWATD:	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 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 has a zero-tolerance approach to violence of any kind. AHV is committed to promoting and protecting the interests and safety of children.

UNIT ROLE STATEMENT

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 for Governance Performance Quality Services (GPQS)	Manager Aboriginal Housing and Homelessness Forum (AHHF)	Manager for 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:

Reporting to the Director Strategy and Performance, the Manager Aboriginal Housing and Homelessness Forum's primary role is to provide high level support to the Director Strategy and Performance and Chief Executive Officer to lead Housing and Homelessness policy, advocacy and sector development in Victoria.

The Manager leads a team that provides high level executive support to two key forums responsible for driving

and oversight of implementation of *Mana-na woorn-tyeen maar-takoort*:

- the Victorian Aboriginal Housing and Homelessness Framework implementation Working Group; and,
- the Aboriginal Housing and Homelessness Forum (AHHF) made up of Aboriginal Community Controlled Organisations (ACCOs) and Traditional Owners (TOs) Corporations that are housing and homelessness providers.

The Team performs its role by supporting AHHF members, Community Housing Organisations (CHOs), Local Government and Homes Victoria and other stakeholders in leading the coordination in policy development, partner and stakeholder engagement and advocacy efforts.

The Team is also responsible for leading policy contributions into Closing the Gap on behalf of the AHHF and overseeing implementation of Goal 1 of *Mana-na woorn-tyeen maar-takoort* in:

- The Aboriginal Housing and Homelessness Summit Report 2022
- The five-year implementation plan for *Mana-na woorn-tyeen maar-takoort*.

The Manager provides inspiring leadership and people management support to their staff; oversees the day-to-day work of the team, manages team performance, risk and compliance and will operate within the AHV Delegations Register.

KEY RESPONSIBILITIES

- Provide strategic leadership to, and oversee the effective operations of, the Aboriginal Housing and Homelessness Forum team, delivering agreed outcomes on time and on budget.
- Lead and manage team members.
- 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.
- Coordinate the development and implementation of policy and advocacy, media and communications strategies, to support the delivery of AHV's Vision and goals.
- Coordinate and operationalize the development and delivery of AHV Communications Plans and media plans.
- Coordinate and operationalise the development of high-level quality media responses and provide advice on emerging media trends and complex communications issues.
- Coordinate and operationalise the development of AHVs policy and advocacy reform agenda.
- Represent AHV at various forums and ensure the community voice is at the center of the policy table.
- Monitor and revise AHV and partners progress against the goals in the *Mana-na woorn-tyeen maar-takoort* – Every Aboriginal Person Has a Home (Victorian Aboriginal Housing and Homelessness Framework).
- Participate effectively in all AHV corporate activities including CQI
- 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.

QUALIFICATIONS AND LICENSES

- A current Victorian Driver's license.
- 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 Aboriginal people.
- A well-developed understanding of the historical and contemporary impact of colonization and discrimination in the context of Aboriginal homelessness and housing exclusion.
- A well-developed understanding of Victoria’s social housing and specialist homelessness systems.
- 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 Working with Children Check are required.
- Attend mandatory and other training as required.
- The position is located at 125-127 Scotchmer St, Fitzroy North but some travel in metropolitan Melbourne and regional Victoria will be required.

APPROVED BY MANAGER

ACCEPTED BY STAFF MEMBER

DATE

