



ABORIGINAL HOUSING VICTORIA

POSITION DESCRIPTION

Manager, Strategic Policy, Advocacy and Communications

OVERVIEW

PROGRAM:	Strategy and Performance
POSITION REPORTS TO:	Director, Strategy and Performance
DIRECT REPORTS:	Approx. 6
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 Division of Strategy and Performance (DSP) primary role is to drive key strategies, advocacy and communications that improve Aboriginal housing and homelessness outcomes. The AHHF 20-year vision is for a unified and vibrant Victorian Aboriginal community housing sector delivery quality services and housing equity within a generation.

It does this by supporting AHV, the Aboriginal Housing and Homelessness Forum members, Community Housing Organisations (CHOs), Local Government and Homes Victoria in leading the coordination in policy development, partner and stakeholder engagement and advocacy efforts. Key focus areas for the unit are:

1. Aboriginal Housing Victoria Strategic Plan
2. Aboriginal Housing Victoria Business Plan
3. Mana-na worn-tyeen maar-takoort Every Aboriginal Person Has A Home: - The Victorian Aboriginal Housing and Homelessness Framework (VAHMF)
4. Blueprint for an Aboriginal specific homelessness system in Victoria
5. VAHMF 5-year Implementation Plan
6. Victorian Closing the Gap Housing Sector Strengthening Plan

PURPOSE OF THE POSITION:

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

The role will be required to work with both the Manager for Governance Performance Quality Services (GPQS) who leads our risk, compliance and performance requirements and the Manager for Blueprint for an Aboriginal specific homelessness system in Victoria who leads the secretariat function and its implementation.

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

- 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.
- 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 AHVs 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

