



## POSITION DESCRIPTION

### POLICY OFFICER

#### OVERVIEW

<b>PROGRAM</b>	Strategy and Performance
<b>POSITION REPORTS TO</b>	Director Strategy and Performance
<b>DIRECT REPORTS</b>	Nil
<b>IDENTIFIED POSITION</b>	No; Aboriginal and/ or Torres Strait Islander peoples highly encouraged to apply
<b>DATE PREPARED</b>	12 July 2021
<b>AWARD</b>	SCHCADS 5.1

#### 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 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: strategic policy development; community engagement; advocacy; strategic asset management and maintenance and development; governance; data collection and management; and key performance reporting.

The Strategic Policy, Advocacy and Communications team within Strategy and Performance aims to improve Aboriginal housing and homelessness outcomes through effective policy development, stakeholder and advocacy strategies and communications and community relationships.

This team has the dual role of providing strategic policy leadership and advocacy with and on behalf of the Aboriginal housing and homelessness sector and raising the profile and position of AHV with its stakeholders and clients.

Lead responsibility for implementation, monitoring and evaluation of *Mana-na woorn-tyeen maar-takoort* - Every Aboriginal Person Has A Home (Victorian Aboriginal Housing and Homelessness Framework).

A key role is enabling the CEO to be externally focused and to effectively represent AHV in external forums and other consultative arrangements.

The communication function leads both external and internal communications. It provides effective external communication to advance the advocacy function and profile development of AHV. Internal communications ensure strategic alignment and support an informed and effectively functioning organisation.

## PURPOSE OF THE POSITION

Reporting to the Manager, Strategic Policy, Advocacy and Communications, the Policy Officer is responsible for undertaking policy and secretariat work with respect to developing, documenting and embedding the various policy positions adopted through the governance framework of the Aboriginal Housing and Homelessness Forums and AHV. The Policy Officer is expected to research, analyse and evaluate a wide range of information, options and other data to develop policy positions and proposals in relation to the administrative and operational functions of the organisation.

The Policy Officer's activities will contribute to the achievement of the VAHMF and AHV's strategic directions as set out in the business plan by researching and recommending an appropriate positions for AHHF and AHV to take to align policy with strategy. This in turn will support the AHHF and AHV in its contribution to the self-determination and self-management of the Victorian Aboriginal Community.

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## KEY RESPONSIBILITIES

- 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.
- Co-ordinate a range of business plan and other reports and briefing papers for the Executive Management Group and the Board and its subcommittees.
- 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.
- Provide information and advice to the executive group on statutory and other matters that may impact on AHVs operations and responsibilities.
- 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.
- Program development including leading program design and development of program specifications, procedures, guidelines and other documentation.
- 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.
- Awareness and knowledge of the *Mana-na woorn-tyeen maar-takoort* – Every Aboriginal Person Has A Home (Victorian Aboriginal Housing and Homelessness Framework) ([www.VAHHF.org.au](http://www.VAHHF.org.au))
- 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 and homelessness 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.

**APPROVED BY MANAGER**

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**ACCEPTED BY STAFF MEMBER**

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**DATE**

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