



## POSITION DESCRIPTION

### SENIOR POLICY OFFICER – CULTURAL AWARENESS

#### OVERVIEW

<b>PROGRAM</b>	Strategy and Performance
<b>POSITION REPORTS TO</b>	Director Strategy and Performance/ Manager, Strategic Policy, Advocacy and Communications
<b>DIRECT REPORTS</b>	Nil
<b>CLASSIFICATION</b>	SCHCADS Level 7
<b>DURATION</b>	Full-Time 12 month contract
<b>IDENTIFIED POSITION</b>	YES
<b>DATE PREPARED</b>	16 November 2021

#### 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 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 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.

AHV is also committed to promoting and protecting the interests and safety of children.

## PROGRAM INFORMATION

The Strategy and Performance Division's primary role is to drive AHV's corporate governance. It does this by driving strategy and strategic alignment, supporting external and internal leadership, ensuring that AHV is meeting compliance and performance standards, and providing the highest standard of executive support to the Board.

## PURPOSE OF THE POSITION:

- The findings and recommendations 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)) provides the context of the Community Housing Aboriginal Cultural Safety Framework, and enact one of the key recommendations:
  - The mainstream system is culturally competent, and workers understand and implement culturally safe practices; mainstream providers have culturally safe policies and practices in place.
- The Senior Policy Officer will develop a Cultural Safety Plan for the review and development of policies and templates that are culturally safe and contemporary.

## KEY RESPONSIBILITIES

- Effectively represent Aboriginal Housing Victoria's position in a range of government and community forums and working groups.
- Undertake research and analysis (including the identification of best practice) in respect of specified areas for policy and program development.
- Educate AHV staff and partner Aboriginal organisations in understanding and implementing the Community Housing Aboriginal Cultural Safety Framework.
- Assist in the development of a suite of policies and procedures in line with the Community Housing Aboriginal Cultural Safety Framework
- Embed cultural safety within policy, practice and all interactions with Indigenous clients and renters, and the Aboriginal housing sector.
- Provide high quality and timely advice and written materials including correspondence, briefings and presentations and/or project briefs for the Executive Management Group, Board and its subcommittees.
- Build and maintain relationships with internal and external stakeholders across the Housing and Aboriginal Community sectors and with like agencies to develop and refine policy positions, protocols and program design.
- Keep abreast of current stakeholder reports, data and other information sources and provide advice on their anticipated impact on AHV.
- 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.
- Plan and deliver presentations to internal and external stakeholders relating to culturally safe practices working with the Victorian Aboriginal communities.

## QUALIFICATIONS AND LICENCES

- Current Victorian driver's licence
- Desirable – Certificate IV Training and Assessment

## KEY SELECTION CRITERIA

- Awareness and appreciation of Australian Indigenous societies and cultures and an understanding of the issues affecting Indigenous people in contemporary Australia and the diversity of circumstances of Indigenous people.
- Demonstrated understanding and commitment to Victorian Aboriginal culture and the concept and practice of Aboriginal community control.

- 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))
- Strong understanding of the Community Housing Aboriginal Cultural Safety Framework.
- Experience in taking a continuous improvement approach in reviewing and improving a diverse range of corporate and operational policies, program procedures and manuals by undertaking the various aspects of the policy making process. This includes the research, development, consultation, drafting, the implementation and review.
- Proven track record of the ability to work autonomously and independently, including capacity to exercise effective personal judgement.
- 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.
- Co-ordinate a range of business plan and other reports and briefing papers for the Executive Management Group and the Board and its subcommittees.
- 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.
- A current National Police records check; and Working with Children Check are required.
- Hold a COVID-19 Vaccination Certificate or a Vaccination Exemption certificate.
- Attend mandatory and other training as required.