



POSITION DESCRIPTION

SENIOR POLICY OFFICER

OVERVIEW

PROGRAM: Strategy and Performance

POSITION REPORTS TO: Director Strategy and Performance/CEO

ORGANISATION CONTEXT:

Aboriginal Housing Victoria's (AHV) vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

AHV is the first Aboriginal housing agency to be registered as a Housing Association in Victoria and it is also the largest. Our tenants are assured of access to an Aboriginal landlord and personalized and culturally sensitive services for Aboriginal people which helps to maintain and strengthen Aboriginal communities and cultural ties.

AHV provides housing to approximately 4,000 low income Aboriginal Victorians in 1,520 properties, representing 8% of the Aboriginal population. AHV manages tenancies across metropolitan and regional Victoria - Loddon Mallee (302), Gippsland (216), Hume (197), Grampians (119), Barwon (145) and the Northern (186), Southern (167), Eastern (44) and Western (144) Melbourne Metropolitan areas.

In September 2016, the Victorian Government formally announced the transfer of title of 1,448 properties that were previously managed by AHV, on behalf of the Director of Housing. The first tranche of 511 properties in the metropolitan Melbourne has occurred, with the balance of properties to be transferred over the next 2 years. The transfer of the properties to AHV, valued at approximately \$500 million is the largest to any community agency in Victoria. As the single largest financial commitment to Aboriginal Affairs in Victoria's history, it represents one of the most significant acts of self determination in Victoria. Title transfer represents significant progress toward achievement of the original ambition of AHV's founding Elders to achieve self determination and provide culturally responsive housing services.

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

In 2019 AHV is looking to be re- accredited as a workplace taking active steps to stop men's violence against women under the White Ribbon Workplace Accreditation Program and has a zero tolerance approach to violence.

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

PROGRAM INFORMATION:

The CEOs office and 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.

PURPOSE OF THE POSITION:

Reporting to the Director Strategy and Performance and working collaboratively with the CEO the Senior Policy Officer is responsible for undertaking policy work with respect to developing, documenting and embedding the various policy positions adopted by AHV. The Senior 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 position will also take a lead role in program design and evaluation.

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

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.
- Provide high quality and timely advice and 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 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.
- 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.

The other key selection criteria are in essence the personal skills required to be able to carry out the key responsibilities of this position. The criteria are derived from examining the themes or patterns of work as reflected in the key responsibilities for the position.

Policy Development:	Studying critical problems and issues; articulating emerging issues; understanding the critical issues relating to a policy and its relationship to other policies; providing objective and professional data and advice to decision makers; providing guidance and advice to others in the development and implementation of policy; translating broad policy goals into actionable strategies and plans.
Written Communication	Clearly and concisely presenting written information (reports, correspondence, emails, formal briefs, etc) in such a way that ensures understanding and retention of the content.
Planning and Organising	Identifying and prioritising tasks; planning ahead and establishing courses of action; developing schedules to ensure that work is completed within deadlines; anticipating and adjusting for potential barriers and problems.
Analytical Problem Solving:	Identifying, analysing and understanding issues and problems; comparing information from different sources; suggesting action and providing advice upon which effective decisions can be based.
Detailed Focus / Conscientious:	Believes that deadlines are important. Strives to meet commitments made to others, is naturally organised / approaches work in a

	methodical manner. Enjoys focusing on and attending to detail. Evaluates information and looks for gaps/limitations.
Relationship Management:	Building and maintaining positive, productive and mutually beneficial working relationships, internal and external to AHV; establishing networks across community and the government to facilitate AHV objectives; identifying and balancing the unique needs of individuals, groups and AHV to achieve mutually beneficial outcomes.

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