

## Position Description



<b>Title:</b>	Executive Manager, Social and Emotional Wellbeing
<b>Unit:</b>	Social and Emotional Wellbeing
<b>Reports To:</b>	Executive Director, Social and Emotional Wellbeing
<b>Direct Reports:</b>	6
<b>Time Fraction:</b>	Full Time
<b>Employment Status:</b>	24 Month Contract, with a 6 month Probation Period
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

---

### Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities. Our vision is for vibrant, healthy, self-determining Aboriginal communities. Our strategic plan; *On Solid Ground (2021-26)* outlines our bold steps to get there.

### Unit Overview

The establishment of the Victorian Aboriginal Centre of Excellence in Social and Emotional Wellbeing (The Centre of Excellence) will be established by VACCHO in partnership with Aboriginal peoples and Communities across Victoria. It will be a Centre for Aboriginal people, managed by Aboriginal people.

The Centre will have three broad aims:

- Strengthen individual and Community Social and Emotional Wellbeing (SEWB) through a range of promotion and prevention initiatives.
- Expand and enhance SEWB services for Aboriginal people experiencing mental health, substance use, or other difficulties that are offered by SEWB teams and mainstream services. This will occur through the development of best practice guidelines, workforce development, and research and evaluation activities.
- Address the underlying social, economic, and Cultural drivers of poor SEWB through advocacy, support for local Community development initiatives, and by creating jobs and economic opportunities for Aboriginal people through the Centre and in SEWB teams.

By achieving these goals, the Centre will help to promote SEWB, promote physical, mental, and spiritual wellness among Aboriginal peoples, and ensure Aboriginal people can seek Culturally safe SEWB services that support their healing and recovery journey.

<b>Doc #:</b>	Doc_352	<b>Doc Owner:</b>	Executive Director, Corporate Services
<b>Version:</b>	6	<b>Review:</b>	30/06/2023
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			



## Role Overview

The Executive Manager will work closely with the Unit Executive Director and Strategic Project Manager to provide operational management and leadership to the Social and Emotional Wellbeing unit including the Centre of Excellence, to ensure they meet agreed program outcomes.

The Executive Manager will provide direct management of the following VACCHO and ran state-wide and Federally funded programs, including but not limited to:

- Metropolitan Ice Program
- Drug and Alcohol
- Koori Mental Health
- Social and Emotional Wellbeing

## Key Responsibilities

- Develop, plan and manage the state-wide programs in a way that is consistent with VACCHO strategic objectives, program delivery, outcomes and responds to the need of VACCHO's members and the Aboriginal Community by:
  - Liaising with Unit Executive Director
  - Facilitating cross program/unit responses
  - Ensuring that all programs operate within agreed timelines
  - Provide leadership to the program by assisting with the recruitment and professional development of suitable staff for the SEWB unit
- Co-ordinate the priorities of the Social and Emotional Wellbeing unit and direct work amongst team members in line with position descriptions and team and individual work plans
- Provide individual team members with advice, support, coaching, mentoring and monitoring/revision of workplans through regular supervision and clear understanding about their role expectations and the way work is allocated amongst all team members
- Provide timely feedback to the Unit Executive Director on progress of team objectives and any specific performance issues amongst the team members which may impact on the expected productivity of the team and program outcomes
- Ensure that the team is achieving and compliant with accreditation standards and funding agreement requirements
- Ensure the team works in line with VACCHO's code of conduct, policies and procedures and address any behavioural concerns
- Work proactively to maintain harmony and co-operative working relationships amongst the team by ensuring there is open communication within the team wherever practicable
- Work collaboratively with the Unit Executive Director and Strategic Project Manager to oversee and monitor the implementation of the Centre of Excellence for Social and Emotional Wellbeing.

## Corporate Responsibilities

- Attend team and unit meetings, staff and other meetings
- Attend training and professional development opportunities to continually improve ability to lead a high performing team
- Perform other duties relevant to the position as directed by the Director
- Act at all times in a professional manner and ensure the confidentiality of employees.

<b>Doc #:</b>	<i>Doc_352</i>	<b>Doc Owner:</b>	<i>Executive Director, Corporate Services</i>
<b>Version:</b>	<i>6</i>	<b>Review:</b>	<i>30/06/2023</i>
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			



## Compliance with VACCHO Standards

VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*). We are committed to ensuring our workplace and member services support also reflect this.

- Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.
- VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (Victorian Occupational Health and Safety Act 2004).
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.
- VACCHO requires employees to adhere to a Code of Conduct, including commitment to confidentiality and conflict of interest declarations.

## Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.

## Key Selection Criteria

- VACCHO relies on both the exceptions in employment and special measures under the Equal Opportunity Act 2010 (Vic) and the Racial Discrimination Act 1975 (Cth) to proactively promote substantive equality for Aboriginal and Torres Strait Islander people. Therefore, at this stage we strongly encouraged only those that identify as Aboriginal or Torres Strait Islander to apply for this position.
- At least 3 years demonstrated experience in leadership and staff management including responsibility for effective service delivery, staff capacity building, and creating and maintaining and effective and highly motivated team.
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.

<b>Doc #:</b>	<i>Doc_352</i>	<b>Doc Owner:</b>	<i>Executive Director, Corporate Services</i>
<b>Version:</b>	<i>6</i>	<b>Review:</b>	<i>30/06/2023</i>
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			



- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- High level written, administrative and ICT skills to prepare reports, submissions and general correspondence including translation and analysis of data.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

**Desirable**

- A qualification/s (or equivalent experience) in any of the following: Aboriginal Social and Emotional Wellbeing, Alcohol and Other Drugs, Mental Health, Community Services, or Counselling.
- Experience in the health and wellbeing sector or the not-for profit sector.

**Position Description Acceptance**

I ..... have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

**SIGNED by the EMPLOYEE**

.....  
Signature: Name: Date:

**SIGNED by the MANAGER**

.....  
Signature: Name: Date:

<b>Doc #:</b>	Doc_352	<b>Doc Owner:</b>	Executive Director, Corporate Services
<b>Version:</b>	6	<b>Review:</b>	30/06/2023
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			

