

Position Description



Title:	Koori Maternity Strategy Senior Project Officer
Unit:	Population Health
Reports To:	Executive Manager, Healthy Communities
Time Fraction:	24 months
Employment Status:	Full time
Location:	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 Population Health unit works to translate evidence into practice. It provides a strategic, coordinated and evidence-based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes. Key focuses of the Unit include:

- *Healthy Communities*
- *Thriving in the First Three Years*
- *Clinical Excellence*
- *Quality of Life* including NDIS, Aged Care and Palliative Care

Role Overview

This position represents the interests of the state-wide Koori Maternity Services (KMS) workforce demonstrating leadership, working in genuine partnership with the Aboriginal Community Controlled Health (ACCO) sector.

The position requires a strong understanding of contemporary health issues effecting the health and wellbeing of Aboriginal and Torres Strait Islander mothers and babies and will lead project delivery that strategically supports the workforce in the delivery of best practice and culturally safe maternity care. This will be achieved by developing and maintaining of high-quality project documentation, communication and engagement activities.

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Furthermore, this position will apply health knowledge and experience to advocate for health equity and systems improvement working in partnership with key stakeholders and the KMS workforce to achieve desired outcomes.

Key Responsibilities

Project Coordination:

- Contribute to the development of policy initiatives that is responsive to the needs of Aboriginal mothers and babies in Victoria
- Develop, review, monitor and evaluate the VACCHO KMS strategic and implementation plan
- Provide support to and mentor, the KMS Project Officer, to achieve team desired outcomes
- Develop and maintain internal project documentation including project briefs, progress reports, communication plans, risk registers and other project related documents
- Monitor and proactively follow up on outstanding project actions and assist in maintaining adherence to project timelines and scope
- Monitor and coordinate the procurement and use of project resources, equipment, and systems in line with VACCHO policies and standards
- Support the development and continuous improvement of VACCHO project management systems, practices, and processes
- Ensure the key principles of Culture and Kinship; Our Choice, Our Way; and Knowledge are embedded throughout your work and the work of your team
- Regular attendance and participation at Population Health Unit meetings, Healthy Communities team meetings, program meetings, staff and other meetings
- Undertake other duties, which are appropriate to the level of the position, as directed by the Executive Manager and Executive Director to meet Unit objectives.

Communication and stakeholder engagement:

- Work in partnership with the ACCO sector and the KMS workforce in support of best practice, evidenced based maternity care
- Build and maintain strong relationships with key stakeholders with a focus on building networks with Government and non-Government organisations and peak bodies
- Sustain and support a professional network within the Victorian KMS workforce
- Coordinate and conduct annual state-wide forums and site visits with the KMS workforce
- Support the professional development needs of the workforce, working in partnership with key training organisations.
- Represent the KMS workforce, elevating program priorities to the VACCHO executive team and Victorian Government's Department of Health
- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the Health and Healing focus area of *Thriving in the first three years*

Compliance with VACCHO Standards

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- 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.
- VACCHO requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, VACCHO’s directions, Public Health Orders, and Victorian Chief Health Officer directions).

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
- Reasonable and valid evidence that you have received both the first dose and second dose of a COVID-19 vaccine is required and any booster shots when required. We note that evidence must be derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015* (Cth). This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. VACCHO will also consider a current medical certification from a medical practitioner that an employee is unable to receive both doses due to a medical contraindication or acute medical illness, but VACCHO will have absolute discretion as to whether or not to accept this exception – after genuinely considering its duty of care and legislative obligations to all workers and visitors

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

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strongly encouraged only those that identify as Aboriginal or Torres Strait Islander to apply for this position

- 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.
- Qualified in health sciences, preferably nursing, and midwifery
- Demonstrated experience in program or project coordination and stakeholder engagement
- Demonstrated experience coordinating change initiatives and/or community consultations as part of large-scale complex projects
- Excellent interpersonal and communication skills, both written and verbal, and ability to develop and maintain effective working relationships at all levels

- Demonstrated understanding of health systems and health data and the ability to undertake gap analysis for systems improvement relation to the Koori Maternity Strategy
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals
- 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

- Registered Midwife or Registered Nurse
- Experience working with Aboriginal mothers and babies and knowledge of the Koori Maternity Services program

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

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Signature:

.....
Name:

.....
Date:

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