

Position Description



Title:	Manager - Research
Unit:	Policy and Research Unit
Reports To:	Executive Director, Policy and Research
Direct Reports:	2 Direct Reports; VARAP Project Coordinator, Policy & Research Officer
Time Fraction:	Full time
Employment Status:	12 months
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 Policy and Research Unit leads the development of well-reasoned, evidence-based policy and advocacy to ensure that VACCHO and its members are strategically positioned to improve the Aboriginal community's health and wellbeing outcomes.

Role Overview

This role provides operational management and leadership to the research team, as well as identifying and responding to emerging research priorities, including developing and leading the research strategy. The role will work closely with the Executive Director - Policy and Research in supporting VACCHO's new strategic goal of being a 'strong voice' to influence positive change for the Aboriginal health and wellbeing sector.

This position will work with the Executive Director - Policy and Research to set the organisation's strategy for research, and work alongside VACCHO Members and Aboriginal leaders to ensure Aboriginal voice is heard to set the Victorian health and wellbeing agenda, in relation to leading research, identifying best practice and enhancing research capability across VACCHO Members, and where applicable, with the Victorian Aboriginal Research Accord Project (VARAP), more broadly across the Victorian Aboriginal Community Controlled Organisations (ACCOs) sector.

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Key Responsibilities

- Work closely with the Executive Director to develop and lead the implementation of the VACCHO Strategic Plan, which entails delivering upon the Victorian Aboriginal Research.
- Scan and maintain a strong working knowledge of major health and wellbeing policies and research reforms across portfolios, at both a state and federal level.
- Develop ways of working to ensure all VACCHO research priorities and approaches are informed by evidence-based practice, knowledge and research.
- Ensure that VACCHO and its Members stay abreast of key research changes and relevant external issues that could impact on the Aboriginal health and wellbeing sector.
- Work closely with the relevant stakeholders across the jurisdiction to ensure research is prioritised across the sector.
- Produce a wide range of high-quality written outputs for various audiences including well targeted research submissions, reports, research policy briefings, research specific position papers, blogs and other outputs.
- To maintain and further develop relationships with politicians, policy makers, the sector and other external agencies to influence the Government agenda and ensure the best possible operating environment for VACCHO and its Members to enhance research capability to inform policy measures.
- Understand the legislative and governance levers across Governments and support VACCHO leadership to exert influence and provide advice in these forums to advance Aboriginal self determination to improve the health and wellbeing of Aboriginal people in Victoria.
- Analyse various inputs and advice including insights provided by the VACCHO Members through meetings and forums to develop evidence based and practicable policy advice.
- Scan for short and long term, strategic links, potential implications and risks of proposed research options.
- Promote a culture of collaboration and cooperation with the team, organisation as well as broader community and sector.
- Plan and manage the Research Team to meet VACCHO's strategic objectives, timelines and specified budgetary outcomes, which entails mapping, monitoring and meeting project milestones, in addition to positioning VACCHO to access research specific funding.
- Support the Executive Director - Policy and Research at meetings with briefings, speakingnotes, recording and communicating actions to respective teams.
- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the focus area of *Our Foundations, Strong Voice, Health and Healing*.
- 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 Policy and Research Unit meetings, program meetings, staff and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

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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.
- 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

- 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.

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- Demonstrated experience in leadership and staff management including responsibility for effective policy output, staff capacity building, and creating and maintaining an effective and highly motivated team.
- Experience and background in research analysis.
- Exceptional stakeholder-engagement and relationship building skills underpinned by a proven ability to develop clear and considered advocacy strategies.
- Demonstrated excellent emotional intelligence and interpersonal skills to develop, maintain and enhance relationships, facilitate consultation, and highly developed influencing and negotiation skills to gain co-operation of others in achievement of objectives.
- Tertiary qualification in public health, research, policy or other relevant field.
- Excellent written and verbal communication skills, including the capacity to describe complex issues in plain language to a range of audiences. Capacity to produce high quality written advice, including briefs, letters, submissions, meeting advice.
- Demonstrated knowledge of the political and reform environment as it impacts on Aboriginal Victorians. High level of strategic thinking and ability to define, develop and implement effective strategies to improve outcomes for Aboriginal Victorians
- 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

- Identifies as Aboriginal and/or Torres Strait Islander.
- Relevant qualifications and/or experience in Aboriginal health and wellbeing contexts.

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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