



Position Description

Title:	Senior Project Officer (Aboriginal)
Unit:	Population Health
Reports To:	Executive Manager, Chronic Disease
Direct Reports:	Nil currently
Time Fraction:	0.8-1.0 EFT (flexible)
Employment Status:	24 Month Contract, with a six-month probation period
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* based on connection with Culture and Kinship and supporting health seeking behaviours
- *Thriving in the First Three Years*
- Victorian Aboriginal Cancer Journey
- Practice improvement support
- *Quality of Life* including NDIS, Aged Care, palliative care and integrated care.

Role Overview

This position will be responsible for supporting the Executive Manager, Chronic disease and other Managers in the Unit in driving high impact, project delivery with a particular focus on managing projects that support the implementation of VACCHO's new strategic plan: *On Solid Ground*. The position will coordinate project activity, support the development of high quality project

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documentation with other team members, and support communication and engagement activities with the Victorian Aboriginal community and other key project stakeholders. There will be a particular focus on developing and delivering on projects across the cancer journey, including cancer screening initiatives for bowel, breast and cervical cancer with community in partnership with screening partners.

Key Responsibilities

Project Coordination:

- Coordinate the delivery of project activities including project workshops, meetings with external partners, and other project related activities
- Develop and maintain internal project documentation including project briefs, progress reports, communications plans, risk registers, and other project related documents
- Monitor and proactively follow up on outstanding project actions and assist in maintaining project timelines and scope
- Undertake other duties, which are appropriate to the level of the position, as directed by the reporting Manager

Communication and stakeholder engagement:

- Identify activities to be included in project communications plans
- Work collaboratively with internal and external stakeholders to produce project reports
- Provide guidance on all community consultation activities including venue, accommodation, scheduling, attendance, accessibility, cultural safety, and other related considerations for effective community consultation
- Foster positive working relationships and partnerships at a practical and strategic level with internal and external stakeholders
- Regular attendance and participation at Population Health meetings, program meetings, staff and other meetings

Corporate Responsibilities

- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the focus area of *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 Population Health 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

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.

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- 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 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.

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- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self-motivated and demonstrated ability to 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 experience in program or project coordination and stakeholder engagement.
- Demonstrated experience coordinating change initiatives and/or community consultations as part of complex projects.
- Excellent interpersonal and communication skills, both written and verbal, and ability to develop and maintain effective working relationships at all levels.
- Demonstrated experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

Desirable

- Qualifications in Project Management and/or demonstrated experience working with project management methodologies

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:

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