



# Victorian Aboriginal Education Association Incorporated

## Position Description

Position Title:	VAEAI Cross Sector Policy Officer
Salary:	\$90,000 - \$105,000 (Plus Superannuation, Vehicle & Salary Packaging Available)
Terms of Employment:	12 Months Fixed Term Renewable pending funding
Reports to:	Programs and Policy Manager

### 1. Position in Context

The Victorian Aboriginal Education Association Incorporated (VAEAI) was established in 1976 and aims to increase Koorie participation in education, training and employment through the development of programs that are culturally relevant, that reinforce Koorie identity and provide supportive learning environments. VAEAI also aims to promote awareness of Koorie cultures and educational aspirations to the wider community.

VAEAI is a State-wide community based organisation representing Local Aboriginal Education Consultative Groups (LAECGs), across eight regions in Victoria. LAECGs are the primary source of local advice on education and training matters and participate as partners with Government agencies in the planning, development, monitoring and evaluation of education, training and employment programs across Victoria.

Dhelk Dja is the key Aboriginal-led Victorian Agreement that commits Aboriginal communities, Aboriginal services and government to work together and be accountable for ensuring Aboriginal people, families and communities are stronger, safer, thriving and living free from family violence. VAEAI, together with several Victorian Aboriginal Services and government departments, participates in the Dhelk Dja Partnership Forum which has responsibility for oversight and monitoring Action Plans and the Investment strategy to sustain outcomes which reduce family violence.

The VAEAI Cross Sector Policy Officer is responsible for analysing current and potential government justice and family violence policy impacting Koorie participation in education and training in Victoria and providing high level advice to Senior Managers within VAEAI. The role requires working in close consultation with a range of internal and external stakeholders to progress initiatives, responses and includes representing VAEAI on a range of committees and forums including the Dhelk Dja Partnership Forum, Aboriginal Justice Forum and related forums and working groups.

**This position is identified for Aboriginal and Torres Strait Islander applicants only.**

### 2. Organisational Responsibilities

The VAEAI Cross Sector Policy Officer reports to the Programs Manager, VAEAI and will:

- 2.1 Represent VAEAI on relevant committees and as appropriate forums and government meetings relating to policy, and strategic directions in Koorie justice, family violence, education, training and employment.

- 2.2 Work with the VAEAI team to complete urgent tasks as determined by the General Manager.
- 2.3 Seek opportunities for professional and personal development which will add to VAEAI's overall capabilities.

### **3. Program and Policy Responsibilities**

- 3.1 Provide advice and briefings to the VAEAI Executive Team members on Justice and Family Safety policy and strategic directions impacting Aboriginal and Torres Strait Islander participation and outcomes in education, training and employment
- 3.2 Contribute to VAEAI's efforts to build and maintain positive relationships with key stakeholders and support / facilitate a partnership approach to improving justice and family violence outcomes
- 3.3 Prepare VAEAI responses, including briefings for the General Manager, President and Managers, in relation to Dhehlik Dja and related current and proposed initiatives and outcomes.
- 3.4 Attend relevant committees and as appropriate forums and government meetings relating to policy, and strategic directions in line with Dhehlik Dja and Justice priorities and report on outcomes to the VAEAI Executive team.
- 3.5 Analyse justice and family safety state and national policy development, implementation and risks, including identifying and providing advice on their impact on VAEAI's purpose, goals and priorities
- 3.6 Complete Funding Agreement reports as required
- 3.7 Assist members of the Executive Team in the facilitation of and reporting on consultative processes to engage LAECGs and community members to inform policy development and evaluation
- 3.8 Contribute to the development of submissions, and presentations across the Dhehlik Dja and family safety portfolio which reflect community needs, expectations and aspirations and are consistent with VAEAI strategic directions and priorities
- 3.9 Provide support and advice to Senior Managers, other staff and the LAECGs on the development, implementation and review of relevant policy, projects and programs
- 3.10 Contribute to the overall goals of the VAEAI Policy Team, working in collaboration with all team members and relevant program staff to support VAEAI's advice and advocacy roles in relation to Koori education, training and employment
- 3.11 Contribute to research and/ or evaluation projects to further develop and / or build an evidence base of success in education and training policies, initiatives and programs
- 3.12 Other Duties as determined by the General Manager

#### **4. Personal Attributes**

- 4.1 **Analytical:** takes a systemic view when building towards improvements in the sector, reviews data, arguments and opinions before making judgements and reaching conclusions, and can present clear and logical arguments
- 4.2 **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions
- 4.3 **Positive:** is optimistic and remains calm when faced with difficulty
- 4.4 **Collaborative:** works with others to achieve common goals and inspires trust
- 4.5 **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals
- 4.6 **Honest:** is reliable, trustworthy, credible and truthful
- 4.7 **Leadership:** develops others, takes responsibility for actions and outcomes, manages team dynamics and supports productive working relationships

#### **5. Key Competencies/Selection Criteria**

- 5.1 An understanding of Koorie culture, society and networks in the Koorie community
- 5.2 A proven practical understanding of the issues that effect Koorie people, particularly justice and family safety and their impact on education, training and employment participation and outcomes
- 5.3 Demonstrated sensitivity and respect in relation to diversity across Koorie communities and dynamics within communities
- 5.4 Ability to participate effectively in networks and community meetings to advance VAEAI objectives.
- 5.5 Demonstrated ability to work effectively within a small, multi-skilled team
- 5.6 Demonstrated ability to contribute to whole of government and community led policy development
- 5.7 Demonstrated high levels of written and oral communication skills, including consultation, negotiation and reporting skills
- 5.8 Proven ability to communicate effectively with Koorie people and with a wide range of audiences
- 5.9 Well developed presentation skills with the ability to deliver information/ presentations to meet the needs and expectations of a wide range of stakeholders
- 5.10 Demonstrated ability to analyse, synthesise and report on data in relation to education and training, particularly Koorie participation and outcomes
- 5.11 Highly developed time management skills, self-motivated skills and ability to work unsupervised.

#### **6. Other requirements**

- 6.1 Qualifications in education, research or related fields and a track record working in policy related positions
- 6.2 Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet
- 6.3 A current Victorian Driver's License and a willingness to travel
- 6.4 A current Working With Children Check
- 6.5 Some out of hours work is required from time to time