



POSITION DESCRIPTION

Position	Executive Manager, Northern VACCA Client Services	Position Number	TBC
Reports to	Director, Northern VACCA Client Services	Direct Reports	Up to 6
Status	Ongoing	Time Fraction	Full time (38 hrs pw)
Award	AWARDFREE	Location	Northern Region

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Executive Manager North has overall responsibility for a combination of VACCA North programs. This responsibility may be shared with a second Executive Manager who will have overall responsibilities for a different portfolio of programs. Both Executive Managers play a key leadership role that includes supporting the Director North.

The Executive Manager VACCA North is expected to work both independently and collaboratively and work closely with other senior managers as part of the VACCA North Division Client Services Senior Leadership Group.

As an active member of the Executive Team, the Executive Manager is expected to play a major role in ensuring the organisation's vision, goals and annual priorities are achieved and that our organisational values are promoted and celebrated across the whole organisation.

KEY RELATIONSHIPS

Internal: Director Northern VACCA Client Services, Executive Managers, Senior Program Manager Home Based Care, Senior Program Manager Nugel, other Senior Program Managers, Program Managers, Program Staff, Executive Director Strategy and Services, Client Services Exec, Finance, Human Resources



External: The local Aboriginal community and various local Aboriginal networks; Department of Families, Fairness and Housing- Child Protection; Victoria Police; Royal Children's Hospital, , drug and alcohol services, housing services, Marram-Ngala Ganbu (Children's Court), mainstream community sector organisations and other stakeholders, government departments, philanthropic trusts and foundations.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally.
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Extensive experience in working and engaging with Aboriginal families and children and managing programs in the child and family services sector and out-of-home care.
- Extensive knowledge and experience working in the statutory child protection service system, including a sound knowledge of relevant child protection legislation.
- Demonstrated experience in leadership and management at a high level.
- Excellent interpersonal and communication skills; the capacity to liaise and negotiate with funding bodies and other agencies; and the capacity to promote and represent VACCA in the community.
- Extensive experience and skills in critical thinking and strategic management.
- Proven ability to work within a regulatory framework and ensure compliance requirements are met.
- Proven experience in: People Management, Risk Management, Budget Management, and Reporting

REQUIREMENTS

- Experience in child & Family services and/or Graduate qualification in Social Work or related discipline is essential.
- Post Graduate qualification is desirable.
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working With Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES



- Lead and direct all VACCA North programs in your portfolio, and ensure they meet legislative requirements, comply with legislative frameworks, accreditations and that appropriate accountabilities are met and reported on regularly.
- Ensure VACCA's Cultural Therapeutic Ways is embedded in all aspects of program delivery and ensure cultural safety in all activities.
- Ensure program budgets are developed, reviewed, and managed in accordance with VACCA requirements.
- Manage risk across the portfolio and ensure systems are in place to manage and mitigate risk, including escalating high risk, media alerts or potential Commission involvement to the Director VACCA North or the Executive Director Client Services.
- Oversee the review and analysis of CIMS for key themes and practice improvements and escalate to Director.
- Oversee service delivery tracking and reporting on the Funded Agency Channel, and trouble shoot if not meeting performance targets.
- Actively engage with Elders and the Aboriginal community, to understand community needs and aspirations.
- Oversee staff development, training and wellbeing activities, and implement strategies to enhance Aboriginal leadership capability across the portfolio.
- Establish and implement systems to develop, implement and evaluate VACCA's strategic plan and priorities.
- Support, develop and mentor VACCA North Client Services' managers.
- Undertake high level negotiations to influence, and advocate with Aboriginal agencies, government bodies, community sector organisations, to enhance service delivery and policy development for the benefit of Aboriginal children, families and communities, including the Wungurilwil Gaggapduir: Aboriginal Children and Families Agreement and Strategic Action Plan.
- Enhance the strategic capacity of VACCA to influence policy and service development and manage change in a constructive manner.
- Ensure the provision of a range of high-quality responsive services through appropriate policy and program development, supervision, support, professional development and staff appraisal systems.
- Support the implementation of new VACCA North Client Services initiatives, program and projects.
- Act as the Director and/or represent the Director at meetings, forums and events, including Care Services, the Aboriginal Children's Forum, WGGD, etc.
- Work within delegations of authority e.g. financial delegations and Nugel
- Prepare Board and other reports

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.



VACCA
Connected by culture

- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Provide executive support and advice to VACCA divisions implementing Nugel
- ACF preparation

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 3) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.