



POSITION DESCRIPTION

Position	Manager – Aboriginal Evidence Development	Position Number	
Reports to	Senior Manager – Research and Evidence Development	Direct Reports	Up to 6 staff
Status	Permanent	Time Fraction	Full time
Award	SCHADS Level 8	Location	Preston & hybrid

This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people.

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

Working within Victoria’s largest Aboriginal Community Controlled Organisation, VACCA, this is a key role in providing strategic guidance and leadership to VACCA’s work to build an Aboriginal evidence base on child and family services. The Manager (Identified) will lead VACCA’s culturally informed research team and work. The Manager will facilitate development of VACCA’s culturally informed research agenda by identifying critical research gaps and service needs and manage a team of researchers to implement research projects. The manager will play a leading role in ensuring VACCA’s research approaches, policies and procedures are aligned with Indigenous research approaches. The Manager will build relationships with research stakeholders, including government agencies, researchers and universities. The Manager will oversee evaluations of pilots and new programs, and manage VACCA’s internal Research Advisory Group.

KEY RELATIONSHIPS

Internal: VACCA staff and community, Research and Evidence Development Team, Client Practice & Evidence Development Division, regional management and staff, corporate staff.



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External: Government departments, Aboriginal Community Controlled Organisations, other child and family support services, external research and evaluation agencies as appropriate

KEY SELECTION CRITERIA

ESSENTIAL

VACCA is seeking a candidate with experience in the following areas but is committed to providing training and support to candidates who are the best overall fit for the position.

- Demonstrated commitment to and understanding of the values that underpin VACCA's vision and purpose as well as an awareness and appreciation of Aboriginal societies and cultures, an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Understanding of the strategic importance of research to service delivery and the importance of developing an Aboriginal evidence base to support service delivery
- Experience with culturally informed research and/or evaluations in Aboriginal and/or Torres Strait Islander contexts
- Experience in written communication including research and/or evaluation outputs.
- Experience of managing teams
- Experience in project management
- Commitment to professional development in research, evaluation, and content areas, as well as the capability to reflect on own practice.
- High level of interpersonal skills for internal consultancy, conflict resolution and to motivate staff.

Desirable criteria:

- Experience in building research partnerships, including with Community organisations and research bodies.
- Experience in supporting design and implementation of new practices or programs

REQUIREMENTS

- An undergraduate degree in social sciences; preferably a research-based Master's Degree;
- 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

- Guide the development of VACCA's culturally informed research agenda in in line with the strategic priorities of VACCA.
- Manage the development and authorisation of policies, processes, and tools to support VACCA's culturally informed research and Aboriginal ways of designing and implementing research



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- Manage VACCA's research team and projects in line with VACCA's research agenda, embedding VACCA's Cultural Therapeutic Ways across projects
- Develop research funding submissions as required
- Develop and support research relationships/partnerships and networks with Aboriginal and non-Aboriginal academics and researchers conducting research of relevance to VACCA
- Oversee implementation of evaluation projects for pilots and new programs
- Collaborate with colleagues in the Client Practice and Evidence Development Division to build evidence into programs and practice, including CQI, Principal Practitioner, and implementation teams.
- Manage program, project budgets and funding acquittals
- Report to VACCA Leadership on progress in relation to research projects
- Represent VACCA at high-level meetings, liaise with and provide and seek advice from internal and external stakeholders.
- Supervise up to 6 staff
- Participate in team meetings, training and other relevant forums as required
- Undertake other tasks as directed.

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.
- 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.

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 4) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.