



## POSITION DESCRIPTION

<b>Position</b>	Senior Project Officer Project Development and Management	<b>Position Number</b>	TBA
<b>Reports to</b>	Senior Manager – Project Development and Management	<b>Direct Reports</b>	N/A
<b>Status</b>	Ongoing	<b>Time Fraction</b>	Full time
<b>Award</b>	SCHADS Level 6	<b>Location</b>	Preston & hybrid

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

The Senior Project Officer is responsible for delivering quality, culturally responsive projects and programs for Aboriginal children, young people and families. This position sits within the Project Development Team which is responsible for the planning, execution and monitoring of a range of internal and externally funded projects.

## KEY RELATIONSHIPS

*Internal:* VACCA staff and Community, including client services staff, regional managers and corporate services.

*External:* Government departments, Aboriginal Community Controlled Organisations (ACCOs), other child and family welfare services, philanthropic organisations.

## KEY SELECTION CRITERIA

### ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose.
- 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.



- Experience within child and family or community engagement sectors.
- Experience in end to end project planning, management and delivery including associated budgets.
- Ability to seek out and connect with stakeholders including Aboriginal community members, Elders and staff at ACCOs.
- Strong skills writing submissions, policy papers or research reports in a community services context.
- Excellent computer skills across the Microsoft Office suite.
- Strong organisational abilities including working to strict deadlines.
- Proven ability to work independently as well as collaboratively.
- Demonstrated willingness and capacity to move between tasks and teams according to the needs and priorities of the unit.

## REQUIREMENTS

- Degree in Social Work or related discipline and/or relevant experience in the community services sector
- This role may require travel throughout Victoria.
- You must have and continue to hold 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

- Work with people across the organisation to support implementation of funded programs and projects.
- Manage or contribute to projects that may include community consultations, designing and trialling innovative approaches to meeting community needs, and development of new resources.
- Liaise with Aboriginal Community Controlled Organisations, other community sector organisations and government departments.
- Provide expert advice to internal and external parties to support and guide the management of projects as a senior member of a project team.
- Manage projects independently.
- Research and write submissions in response to grant and tender opportunities.
- Complete administration tasks associated with the work and to assist others in the team.
- Project-manage the implementation of new programs and pilot projects.
- Collaborate with others to undertake reviews, data collection, analysis and report writing including current program system gaps and strengths.
- Developing strategies and project plans for discrete pieces of work across various units at VACCA
- Coordinating the governance and reporting for projects



**VACCA**  
Connected by culture

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