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| Department of Families, Fairness and HousingPosition description |
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| Position title: | Manager, Evidence and Reporting |
| Position number: | DFFH/ASDO/685290 |
| Division/Branch/Team: | Aboriginal Self Determination and Outcomes Division/Aboriginal Policy Reform |
| Work location: | 50 Lonsdale St, Melbourne (Flexible-Hybrid) |
| Classification: | VPS Grade 6 |
| Salary Range: | $130,673 - $174,896 (full-time equivalent per annum) plus superannuation |
| Employment status: | Full-time, ongoing |
| Position reports to: | Director, Aboriginal Strategic Governance and Reporting |
| Position contact: | Jade Hull, 0417 969 691, [jade.hull@dffh.vic.gov.au](mailto:jade.hull@dffh.vic.gov.au) |
| Closing date: | 11.59pm 19 May 2024 |
| **This is a Designated role:** Only Aboriginal and/or Torres Strait Islander candidates are eligible to apply as per the Equal Opportunity Act 2010. | |
| For this role all VPS employees (and former VPS staff with extended access to the Jobs and Skills Exchange) **MUST** apply via the Jobs and Skills Exchange (JSE) <https://jse.vic.gov.au/job-search> | |

# Role purpose

The Manager, Aboriginal Evidence and Reporting reports to the Director, Aboriginal Strategic Governance and Reporting to provide strategic advice to strengthen the Department of Families, Fairness and Housing in evidence and reporting as well as research and evaluation of Aboriginal programs and service delivery.

The role actively works collaboratively with DFFH executives, managers and program areas across the state in ensuring Aboriginal designed and delivered research, data and evaluation principles are embedded in Aboriginal program and service delivery. The role is also tasked with ensuring that policies and programs developed are providing strong client led outcomes and that there is Aboriginal voice in decision making processes.

The manager will be responsible for coordinating the departments annual report on the Victorian Aboriginal Affairs Framework (VAAF), Closing the Gap Victorian Implementation Plan and Self Determination Reform Framework as well as reporting on the departments Korin Korin Balit-Djak strategy at relevant departmental forums including the Aboriginal Strategic Governance Forum.

The position will require a strong knowledge of Aboriginal culture and principles of self-determination, as well as proven highly developed leadership, negotiation and relationship building skills. It will also require a strong understanding of evidence, reporting, research and evaluation.

## Department of Families, Fairness and Housing

The Department of Families, Fairness and Housing has a dedicated focus on the community wellbeing and the social recovery of Victoria.  The Department is working to deliver important work started before the pandemic, while building on opportunities it has presented to lead bold and innovative reform.

We work to create equal opportunities for all Victorians to live safe, respected and valued lives. We lead policies and services dedicated to community wellbeing by empowering communities to build a fairer and safer Victoria.

The Department includes Child Protection, Prevention of Family Violence, Family Safety Victoria, Homes Victoria, Housing, Disability, Seniors and Carers. The Department is also responsible for the key portfolios of LGBTIQ+ Equality, Veterans and the offices of Women and Youth, enhancing the alignment with policy areas and portfolios focusing on the recovery and growth of our diverse communities. The Department also supports Victorian Disability Workers Commission and Respect Victoria.

We are building an inclusive workplace that embraces diversity and difference. All jobs can be worked flexibly, and we actively encourage job applications from Aboriginal and Torres Strait Islander people, people living with disability, LGBTIQ+, veterans and people from varied cultural backgrounds.

## Aboriginal Self-Determination and Outcomes Division

The Aboriginal Self-Determination and Outcomes Division drives Aboriginal self-determination across the department and pushes reform to a whole of system response to Aboriginal communities. The division oversees policy, program and operational areas to ensure improved outcomes for Aboriginal Victorians.

The division, led by the Deputy Secretary, supports the Secretary and wider Executive Board on key priorities and will play an important cultural role to support better connections with the department, other departments, Aboriginal organisations and Aboriginal communities. The division comprises the following units:

* Office of the Deputy Secretary
* Aboriginal Truth and Treaty
* Aboriginal Partnership and Practice
* Aboriginal Policy Reform.

The division is responsible for supporting the departments implementation of the Victorian government’s commitment to self-determination, Closing the Gap, Treaty, Yoorrook and ensuring cultural safe service delivery. It works to elevate the Victorian Aboriginal communities voice through engagement across the state and monitoring on the overall performance with community.

## Aboriginal Policy Reform Branch

The Aboriginal Policy Reform Branch incorporates work pertaining to Aboriginal Strategic Governance and Strategic Policy and our commitment to the Aboriginal Community. This includes a whole of government partnership approach building on Aboriginal self-determination, through strong engagement and collaborative approaches with Aboriginal communities, services, government and sector stakeholders to support the implementation of *Korin Korin Balit-Djak* and ensure alignment with other Aboriginal strategies such as *Dhelk Dja*: Safe Our Way, *Wungurilwil Gapgap Duir*: Strong families and *Mana-na Woorn-tyeen mata-koor*: Every Aboriginal person has a home.

# Key accountabilities

* Lead the departments annual reporting on various government agreements and frameworks including the Victorian Aboriginal Affairs Framework, Closing the Gap Victorian Implementation Plan and Self Determination Reform Framework.
* Lead the development and implementation of departmental reporting processes for Korin Korin Balit-Djak Aboriginal Health Wellbeing and Safety Strategic Plan.
* Work in partnership with Aboriginal community leaders to define and deliverevidence and reporting priorities for Aboriginal business across DFFH.
* Prepare and present detailed, comprehensive reports, briefs and submissions on complex policy and operational issues as well as prepare regular and ad hoc reports and correspondence.
* Provide authoritative, operational and strategic advice and respond in a timely manner to urgent requests to ministerial offices and key stakeholders across the department.
* Develop and manage processes to ensure performance targets are met regarding completion of ministerial correspondence and briefings and high-quality completion of other high-level correspondence.
* Effectively manage and provide leadership to a team by:
  + - 1. leading and supporting individuals to achieve their potential and contribution to organisational goals and outcomes
      2. modelling behaviours integral to good people management and departmental values.
* Pro-actively build and maintain effective working relationships and facilitate the flow of information across the department and with key external stakeholders and identify areas and opportunities for improvement.
* Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
* Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.

# Key selection criteria

## Technical expertise

* Demonstrated knowledge of Aboriginal cultures and societies and an understanding of how historic and contemporary issues relating to Aboriginal Victorians.
* High level understanding of the Victorian Aboriginal policy landscape including Aboriginal self-determination, and current and emerging issues at a community, State and Commonwealth level
* Demonstrated knowledge in evidence and reporting in relation to governance and policies impacing Aboriginal Victorians.

## Capabilities

1. **Leadership:** Builds team commitment by demonstrating personal conviction; translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility; motivates others to deliver against goals.
2. **Strategic Planning:** Thinks at the big picture level; entertains wide-ranging possibilities in developing a vision for the future; works across a number of time frames; translates strategic direction into day-to-day activities.
3. **Systems Thinking:** Diagnoses trends, obstacles and opportunities in the internal and external environment; understands the linkages between natural systems and communities to inform policy; conceptualises and defines the systems working within the organisation.
4. **Influence and negotiation:** gains agreement to proposals and ideas; builds behind- the- scenes support for ideas to ensure buy-in and ownership; uses chains of indirect influence to achieve outcomes, for example, ‘gets A to show B so B will tell C’; involves experts or other third parties to strengthen a case.
5. **People Management:** Aligns team with the organisational values and goals through effective people management and modelling; maximises effectiveness by selecting, developing, managing and motivating a high performing team, clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development; ensures staff are effectively deployed through effective workforce planning practices.
6. **Self-management:** invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

## Personal qualities

1. **Conceptual and analytical ability:** deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.
2. **Relationship building:** establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprises.
3. **Detail focus:** Observes fine details; identifies gaps in information; looks for logical sequences of information; highlights practical considerations of plans and activities.
4. **Teamwork:** cooperates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others’ feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within group.

## Qualifications

* Training or qualifications in evidence, data, reporting or evaluation practice will be desirable.

# Values and behaviours

The Department of Families, Fairness and Housing employees are required to demonstrate commitment to:

**The public sector values and behaviours** – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

**Recordkeeping** – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity** – The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

# Important information

The salary range for this position is set out in Schedule C of the *Victorian Public Service Enterprise Agreement* 2020. For further information refer to [Department of Treasury and Finance](https://www.dtf.vic.gov.au/home) <https://www.dtf.vic.gov.au/home>).

Department policy stipules that salary upon commencement is paid at the base of the salary range for the relevant grade. An executive delegate must approve any above base requests. These will be by exception only or where required to match the current salary of a Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of three calendar years from the date of separation.

Individuals who have received an Early Retirement Package (ERP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 12 months from the date of separation.

Individuals who have received an Application Separation Package (ASP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 18 months from the date of separation.

The department is a key emergency management partner and contributes significantly to Victoria’s emergency management arrangements. As part of a whole-of-government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

The department provides and maintains a safe working environment that does not risk the health of its employees.

# Pre-employment checks

All appointments require reference checks, national criminal records checks and pre-employment misconduct screening. Some positions also require a Working with Children Check and screening through the Disability Worker Screening List.

Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide an international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search.

Pre-employment checks may include checking whether an applicant’s name is on the Disability Worker Screening List. This incorporates:

* the Disability Worker Exclusion List which includes names of persons unsuitable for employment as a disability support worker in a disability residential service provided, funded or registered by the Department of Families, Fairness and Housing.
* the National Disability Insurance Scheme Quality and Safeguards Commission which has compliance and enforcement actions, including banning orders
* the Victorian Disability Worker Commission prohibition orders.

# COVID-19 Vaccination

The department strongly recommends (but does not mandate) that employees maintain their COVID-19 vaccination status in accordance with current [**ATAGI (Australian Technical Advisory Group on Immunisation) advice**](https://urldefense.com/v3/__https:/dffhinternalcomms.cmail20.com/t/y-l-pykfdk-idikkrlhur-y/__;!!C5rN6bSF!H6CXxDfLBvqg9rEgbXDpYWA3WTHZn2OnDJhKeq0kxH-ACrRChd8KszaSeb1LyWwAcRzC24ygBFEglV9-MxD2nlA3BC5C4uEEwWgG6qpjPw$), given their individual circumstances. As of June 2023, DFFH does not require evidence of COVID-19 vaccination status.

# Further information

For enquiries regarding the position please phone the contact on the position description. If you experience difficulties in applying online, please contact HR Services via email at [HRServices@dffh.vic.gov.au](mailto:HRServices@dffh.vic.gov.au)

DFFH values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such, the DFFH offers reasonable adjustments for applicants with disabilities on request at [aboriginaldiversityinclusion@dffh.vic.gov.au](mailto:aboriginaldiversityinclusion@dffh.vic.gov.au)

For further information visit [‘About the Department’ on Department of Families, Fairness and Housing’](https://www.dffh.vic.gov.au/about) <www.dffh.vic.gov.au/about>.

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| To receive this document in another format email [hrservices@dffh.vic.gov.au](mailto:hrservices@dffh.vic.gov.au)  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Australia, Department of Families, Fairness and Housing, April 2024 In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation. |