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| Department of Families, Fairness and Housing |
| Position Description |

# **Aboriginal Graduate Program**

* Are you interested in a diverse career?
* Do you want to be involved in shaping government programs and help to deliver better outcomes for the community?
* Are you a university graduate or in your final year of your undergraduate or post graduate university qualification?

# **To qualify for the Aboriginal Graduate Program you must:**

* Identify as an Aboriginal and or Torres Strait Islander.
* Have completed or be in your final year of your undergraduate degree or postgraduate degree.
* Be prepared to undertake a National Police History Check.
* Not have received a voluntary package from the Victorian Public Service in the last three years.

We want to hear from Aboriginal and/or Torres Strait Islander graduates who want to help shape the future of Victoria’s public sector.

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| Position title: | Graduate Project Officer |
| Position number: | DFFH/ASDO/716177 |
| Division/Branch/Team: | Aboriginal Self Determination Outcomes, Aboriginal Policy Reform |
| Work location: | 50 Lonsdale Street, Melbourne, VIC 3000 (Flexible-Hybrid) |
| Classification: | VPS 3 |
| Salary Range: | $74,580 - $90,558 (full-time equivalent per annum) plus superannuation |
| Employment status: | Full-time (76 hours per fortnight). Ongoing. |
| Position reports to: | Jayde Schmidt, Manager, Strategic Policy |
| Position contact: | Amy Heritage, Senior Project Officer, Phone: 8850 7394 |
| Special Measures | This is an Aboriginal and Torres Strait Islander Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply |
| Closing Date | **Monday 8th July 2024** |

# Role purpose

As a Graduate Project Officer, you will have the opportunity to support and assist coordination of a range of projects to support the branch. You will develop and maintain relationships across the department and the division, and with Victorian Aboriginal leaders, to collaboratively assist in developing policy that incorporates strong Aboriginal voice.

# Are you:

* Keen to work across initiatives in Aboriginal Affairs?
* Committed to elevating the Aboriginal voice and world view in service reform and policy development?
* A person who enjoys building relationships?
* Interested in improving the health and wellbeing of Aboriginal children, young people, families and communities?
* Eager to support the department to deliver innovative and culturally responsive services?
* A clear communicator, with an eye for detail and commitment to quality in written communications?

# **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 and Disability and Seniors and Carers. The Department is also responsible for the key portfolios of LGBTIQ+ communities, Equality, Veterans and of 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.

# Key Accountabilities

* Support the development and implementation of policy that aligns to Korin Korin Balit-Djak: Aboriginal health and wellbeing strategic plan 2017-2027.
* Assist in the development and successful delivery and completion of projects across the branch within resourcing, timeline and budget parameters.
* Support the provision of advice to internal and external stakeholders, including assisting with the preparation and presentation of reports, briefs and submissions.
* Maintain positive relationships with Aboriginal stakeholders to support a partnership approach.
* Promote improved processes and identify quality improvements to improve services to our clients.
* Implement and follow quality compliance processes and systems and the improvement to quality of services across the work unit and department as required.
* 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

# **Capabilities**

**Planning and organising:** identify processes, tasks and resources required to achieve a goal; identifies more and less critical activities and operates accordingly, reviewing and adjusting as required.

**Project management:** produces project plans where objectives are clearly defined and action steps for achieving them are clearly specified; regularly communicates with, and supports project team members; ensures project objectives are met by anticipating and managing potential and emerging issues.

**Verbal communication:** confidently conveys ideas and information in a clear and interesting way; understands and meets the needs of target audiences (the right information to the right people); welcomes constructive feedback; sees things from other’s points of view and confirms understanding.

**Self-management:** accepts responsibilities for own actions; focuses on the most important goals; has a realistic and balanced view of own strengths and weaknesses; recognises own feelings and personal prejudices and understands why they occur.

# **Personal qualities**

**Initiative and accountability:** proactive and self-starting, seizes opportunities and acts upon them, takes responsibility for own actions.

**Resilience:** perseveres to achieve goals, even in the face of obstacles, copes effectively with setbacks and disappointments, remains calm and in control under pressure, accepts constructive criticism in an objective manner, without becoming defensive.

**Customer focus:** listens to customers; actively seeks to meet customer needs; seeks ways to improve services; committed to delivering high quality outcomes for clients.

**Teamwork:** cooperates and works well with others in 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 the group

# **Qualifications**

### A tertiary qualification in fields related to project management, policy, law or related disciplines is desirable, however, other qualifications are also welcome.

### Successful applicants will need to provide academic transcripts of their completed degree program or conferred by their university that they have satisfied all requirements.

### 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.

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 Employment Programs via email at [employmentprograms@dffh.vic.gov.au](mailto:employmentprograms@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 <[employmentprograms@dffh.vic.gov.au](mailto:employmentprograms@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, March 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. |