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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 final year undergraduate or post graduate university student studying:
* IT, business systems, cyber security or related disciplines
* Business, economics, management, science or related disciplines

## 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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| Title | Graduate Project Officer |
| Classification | VPS 3 |
| Division / Branch/ Unit | Homes Victoria / Performance and Governance / Business Systems |
| Work location | 50 Lonsdale Street, Melbourne, with flexibility to work from home |
| Position number | DFFH/00376514 |
| Employment type | Ongoing, Full-time (76 hours per fortnight) |
| Salary range | $74,580 - $90,558 plus superannuation |
| Position reports to | Principal, Governance & Portfolio |
| Further information | Nathan Potter, [nathan.potter@homes.vic,gov.au](mailto:nathan.potter@homes.vic,gov.au) |
| Closing date | **Monday 8th July 2024** |
| Special Measures | **ONLY INDIGENOUS AUSTRALIANS ARE ELIBLE TO APPLY AS THESE POSITIONS ARE EXEMPT UNDER THE SPECIAL MEASURES PROVISION, SECTION 12(1) OF THE EQUAL OPPORTUNITY ACT 2010 (VIC)** |

**Role Purpose**

We are looking for graduates who are passionate about contributing to the policies, programs, and services we deliver to provide responsive and quality services to all Victorians. We’re building an inclusive workplace that embraces diversity of backgrounds and differences, to realise the potential of our employees for innovation and delivering services that reflect the community we serve

# **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.

# **Division**

### Homes Victoria

Homes Victoria’s vision is *More Homes for More Victorians*. It was established in November 2020 to be:

* A manager of public housing with an asset base of $35 billion in housing assets that currently house more than 116,000 Victorians
* A steward and funder of the social housing and homelessness systems
* A manager of affordable housing providing homes to key workers including in regional Victoria; and
* A building authority for social and affordable housing including through the historic $5.3 billion Big Housing Build which is delivering homes, jobs, social and economic impact across metro and regional Victoria.

At Homes Victoria, we are pursuing policy reforms while working to ensure that we have a sustainable and effective social and affordable housing system that can deliver for generations to come.

Homes Victoria works with agencies across the Victorian Government, with community, private sector, local Government and the Commonwealth Government to progress housing and homelessness policy, services and infrastructure and to drive improved outcomes for Victorians in need of safe, secure and stable housing.

Please visit our website at: <https://www.vic.gov.au/homes-victoria>

### Performance and Governance Branch

The Performance & Governance branch brings together a number of key business functions to enable Homes Victoria’s delivery of social and affordable housing. The key responsibilities of Performance & Governance include:

* financial management and reporting of Homes Victoria Public Non-Financial Corporation including assessment of financial performance and key performance indicators and corporate planning
* managing the governance, reporting and legislative arrangements for Homes Victoria Public Non-Financial Corporation, with a focus on the organisation’s executives, stakeholders and advisory groups as well as the Minister for Housing and Secretary
* program governance for investments in housing infrastructure and social services for complex issues such as homelessness
* provision of enterprise-level risk management and support for effective identification and treatment of risks and issues at the program and project level as well as process improvement and issue resolution to support efficient delivery of operations
* Homes Victoria’s Business Systems governance structure, Program Management, and supporting the design of Business Systems projects and business cases for Homes Victoria, in line with strategic priorities and the Corporate Plan

# **Homes Victoria Business Systems Unit**

Homes Victoria Business Systems is responsible for program level governance, direction, pipeline management and ensuring there is effective communication between the various Homes Victoria/Community Services Operations Divisions.

We also support the Housing Business Systems governance structure, provide a Program Management function, support the design of Homes Victoria Business Systems projects and business cases, in line with Homes Victoria strategic priorities, are implementing the Housing ICT Strategy, and are developing the Homes Victoria Business Intelligence/Reporting capability.

### Program Features:

* Three rotations are offered in the program. However, our Aboriginal graduate program is flexible and adaptable to suit your needs, interest, and aspirations. You will have a say in where you would like to rotate.
* Formal learning and development program designed to equip you with the skills to build a solid foundation for a career in the public service.
* Access to an executive mentor.
* Dedicated graduate and cultural support.
* Networking and events.
* Ongoing VPS3 role upon successful completion in the program.
* This job can be worked flexible in accordance with the departments formal-hybrid working arrangements in line with health recommendations

### What we offer our graduates:

We provide the means for our people to achieve their potential through ongoing learning and development opportunities in an inclusive and supportive environment. Some benefits of working at the department include:

* Competitive salary and benefits
* Flexible work practices
* Aboriginal Staff Network (ASN)
* Dedicated Aboriginal employment team
* Ongoing professional development

# Accountabilities

**Key Accountabilities**

1. Provide a range of coordination, administrative and corporate supports across the team such as assisting in document tracking and control and proactively input into the creation and implementation of new systems to streamline processes.
2. Provide project support related to your work area including assisting in preparation and presentation of reports, governance papers and procedural documents and updating SharePoint sites.
3. Assist with the preparation of written advice on a range of matters for senior executives and Ministers, including emails, presentations, briefs, correspondence, agency submissions and reports.
4. Work within and maintain shared mailboxes to direct and track queries and correspondence as required.
5. Assist with scheduling and coordinating meetings and workshops, preparing agendas and minutes, distribution of meeting papers and follow up of actions arising from meetings and other related administrative support.
6. Develop and maintain positive relationships with internal and external stakeholders to facilitate a partnership approach, including by providing high quality and prompt advice to inquiries and ensuring a two-way flow of information.
7. Assist in identifying, developing and implementing process improvements and efficiencies to resolve operational problems in your area.
8. Operate as an effective team member to deliver quality, timely and effective customer service to your team, branch and division.
9. 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.
10. 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.

# **Selection criteria**

# **Capabilities**

1. Advanced computer skills: proficiency across the Microsoft suite, email management and internet is required
2. Written Communication: Identifies key messages and information required for decision making. Provides advice on influencing and the needs of target audiences. Provides advice on the content and style appropriate for audience.
3. Planning and organising: identifies processes, tasks and resources required to achieve a goal; identifies more and less critical activities and operates accordingly, reviewing and adjusting as required; develops and implements systems and procedures to guide work and track progress; recognises barriers and finds effective ways to deal with them.
4. 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**

1. Flexibility: adaptable; open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly.
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 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 IT, business systems, science 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 B 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>  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. |