



VICTORIAN ALCOHOL AND DRUG ASSOCIATION

Position Description

Project Officer: AOD and Family Violence Sector Capacity Building Project (2021-23)

VAADA Vision

A Victorian community in which the harms associated with alcohol and other drug use are reduced and wellbeing is promoted

VAADA Purpose

To represent the membership by providing leadership, advocacy and information within the AOD sector and across the broader community in relation to alcohol and other drugs

June 2021

Position title: Project Officer: Stakeholder Management, Family Violence Reform

Responsible to: Program Lead: AOD Workforce Development

Employment status: 0.8-1.0 EFT position through 30 June 2022 with the possibility of an extension depending on funding continuation and role performance.

Salary range: Salary & conditions of service will be in accordance with the contractual arrangements and package. Salary and conditions will be linked to the SCHCADS Award and in the range of \$77,913 to \$85,639, subject to the successful applicant's skills and experience. Salary packaging is available.

Award: Linked to Social, Community, Home Care & Disability Services Industry (SCHCADS) Award increments

Location: 211 Victoria Parade, Collingwood VIC 3066, and working from home as circumstances require

APPLICATIONS CLOSING DATE: Sunday 4 July, 2021

Email Applications To: Scott Drummond: sdrummond@vaada.org.au

Enquiries: Scott Drummond, Program Manager, VAADA: (03) 9412 5606

About VAADA

The Victorian Alcohol and Drug Association Inc. (VAADA) is a non-government peak organisation for Victorian alcohol and other drug (AOD) services. VAADA aims to support and promote strategies that prevent and reduce the harms associated with AOD use across the Victorian community. VAADA aims to ensure that the issues for people experiencing the harms associated with substance use and the organisations that support them are well represented in policy, program development and public discussion.

About this position

Family Safety Victoria is funding VAADA, via the Multi-Agency Risk Assessment and Management (MARAM) Framework Sector Grants program (2021-23), to support the implementation of the Victorian family violence reforms within the AOD sector and support sector to alignment to the reforms. There are five broad goals of the sector grants project in relation to the AOD sector:

1. Support AOD services to obtain an overview of the reforms and their responsibilities
2. Increase understanding of the benefits of MARAM and the embedding of MARAM tools and practice within the AOD sector
3. Engage with the AOD sector to understand any barriers to implementation, and identify opportunities to overcome the barriers
4. Provide accessible and tailored resources which promote and support alignment
5. Engage with and support AOD services to align their practice with the MARAM framework and to fulfil their obligations under the Information Sharing Schemes.

In addition to realising these goals, this role will provide sector leadership for the family violence reform implementation; create engagement and confidence, and support organisations to advance their implementations through communication, connection, and advocacy. This role will also liaise

and provide proactive communications, and relationship building between all stakeholders and the AOD sector.

This role requires an understanding of the work of the AOD sector in Victoria, the family violence reforms, and the contribution the AOD sector can make to the reforms. It requires an enthusiastic and positive outlook, skills in creating connections and relationships, and very high quality written and interpersonal communication skills.

The role also requires the ability to manage complex bureaucratic relationships and maintain good rapport even when conditions are challenging. The role will include analysing and problem-solving complexity around policy implementation, working with stakeholders to find solutions, and communicating these effectively.

This role requires interest in the structural conditions of disadvantaged populations, a well-developed intersectional lens, and a strong interest in advocacy.

Reporting relationships

The Project Officer: Stakeholder Management will report directly to the Program Lead: AOD Workforce Development

Conditions of employment

Terms and conditions of employment are based on the relevant award and are set out in 'VAADA's Individual contract of employment'.

Statement of Duties

Listed with equal priority, the following activities are to be performed within this role:

- Acquit the deliverables in the VAADA MARAMIS project proposal, including developing a work plan that creates the pathways for meeting the objectives of the project
- Collect information and assess themes from the sector in relation to MARAM framework and products and present to FSV/Contract Manager at quarterly meetings and otherwise during informal communications
- Work with Specialist Family Violence Advisors to provide a coordinated response to specific issues/ requests regarding embedding and capacity building at a service delivery level
- Provide AOD sector leadership on the family violence reforms through a program of communications; creating a coherent and reassuring narrative and 'voice' for the sector
- Be a champion for the AOD sector in all meetings and forums, particularly with the funders
- Create and maintain positive, constructive relationships with all family violence stakeholders, including FSV, DVVIC, NTV, the AOD Specialist Family Violence Advisors, and other sector grant recipients
- Provide feedback to FSV and DH on implementation of MARAM in the AOD sector, including recommendations
- Participate in and contribute to the range of meetings required of the sector grant recipient
- Complete reporting as required by the project
- Develop resources based on needs identified in the sector, where relevant partnering with stakeholders

- Develop a communication strategy around training, release of MARAM Products and guides and the sector progress in MARAM-alignment to ensure breadth and depth of reach into the AOD sector; Deliver presentations to key sector cohorts

Other tasks as requested/required

- As a small organisation, staff members are expected to work as a team and contribute toward achieving VAADA's overall objectives
- Staff are required to adhere to VAADA's quality management system processes
- Staff are required to understand and comply with the VAADA policies and procedures
- Capacity to work outside normal business hours when required
- Other duties as required

Selection criteria

Essential:

1. Comprehensive knowledge of family violence practice, family violence reforms, and solid knowledge of AOD staff capabilities and sector structure
2. Ability to work autonomously and lead a project from conception to completion
3. Excellent written communication skills – the ability to summarise complex material with clarity, and to create communications which are appealing to a range of audiences
4. Excellent interpersonal skills including keeping positive in challenging situations and looking for solutions in complexity
5. Relevant tertiary qualifications and/or professional experience
6. Experience in liaising effectively with a range of individuals and organisations and in a representational role in a range of settings
7. Experience in planning and managing meetings, forums and consultations
8. Well-developed IT skills particularly in using Microsoft Office, websites, databases and online surveys

Desirable:

9. Experience in the development and delivery of education and training material
10. Willingness and ability to travel within Victoria; hold a current driver's licence.

Application Notes

All applications are to be made in writing and include a cover letter, CV/resume and responses to the selection criteria (no more than half a page per item).

VAADA will acknowledge receipt of all applications.