

Position Description

Sector Development Officer - Policy and Practice

Ethnic Communities' Council of Victoria Inc. (ECCV) represents the voices of multicultural Victoria.

We are a community based, member driven peak body for ethnic and multicultural organisations committed to strengthening and building our community through advocacy and leadership and by empowering people from migrant and refugee backgrounds.

Our vision is to help build a culturally diverse and harmonious society that is just, fair, and inclusive for all Victorians.

Our Values

- Integrity
- Empowerment
- Respect
- Courage
- Equality
- Compassion

Position Specification

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| Position: | Sector Development Officer – Policy and Practice |
| Reports to: | Policy and Advocacy Manager |
| Hours: | 0.8 FTE (4 days per week) |
| Term: | 30 June 2023 |
| Salary: | Level 6 Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010 |

Position Statement

The position of Sector Development Officer – Policy and Practice works at the intersection of ageing, carer and disability policy and practice. Under the direction of the Policy and Advocacy Manager, the role supports sector development and reform by collaborating with ethnic and multicultural organisations to enhance their capacity to deliver effective support to older people, people with disability and carers from migrant and refugee backgrounds. The role will collaborate with multicultural and ethno-specific service providers, community organisations, government agencies and others to promote the current and emerging needs of people from migrant and refugee backgrounds. The position is responsible for coordinating key sector networks and committees, and developing relationships across the multicultural, aged care and human service sectors. As a key member of the Policy and Advocacy Team, the role applies sector and practice knowledge to contribute to relevant policy development and system reform, in accordance with ECCV's Advocacy Strategy.

Key Responsibilities

a) Sector support

- Enhance the capacity and knowledge of Victorian ethno-specific and multicultural organisations in the ageing, carer and disability sectors to make successful transitions and remain sustainable in a changing environment
- Coordinate the state-wide Access and Support Network through facilitation of network meetings, peer support and professional development for Access & Support workers
- Contribute to effective transition of the Access and Support Program, and implementation of responsive service system navigation supports for people from migrant and refugee backgrounds
- Promote collaboration, partnerships and innovation to increase capacity to meet the needs of older people, people with disability and carers from migrant and refugee backgrounds

b) Stakeholder engagement

- Build and manage strategic relationships for ECCV to promote the needs of people from migrant and refugee backgrounds, and multicultural and ethno-specific agencies in the context of system reform, including with government, funders, mainstream service providers, specialist organisations and ethno-specific organisations
- Resource and coordinate the ECCV Positive Ageing and Aged Care Policy Advisory Committee, including liaising with Committee Chair and Policy and Advocacy Manager, scheduling meetings and undertaking secretariat duties
- Facilitate consultation processes with relevant stakeholders to inform system reforms and policy development, including with government, service providers, and migrant and refugee communities
- Apply effective cross-cultural skills when engaging with culturally diverse communities

b) System and policy development

- Under the direction of the Policy and Advocacy Manager and in accordance with the ECCV Advocacy Strategy, contribute to ECCV's advocacy in ageing, carer and disability policy areas
- Contribute to relevant system reform and policy development processes in the aged care, disability and carer sectors to promote the needs of people from migrant and refugee backgrounds, and multicultural and ethno-specific providers
- Participate in external policy forums and other networks, to support identified ECCV advocacy priorities in the ageing, carer and disability areas
- Other duties as directed.

Key Selection Criteria

Qualifications and experience

- Tertiary qualification in social work, public policy, social sciences, health sciences, community development or equivalent experience
- At least 3 years of relevant work experience

Knowledge and Skills

Essential

- Demonstrated ability to build professional relationships with a broad range of stakeholders

- Demonstrated understanding of the aged care, carer support and disability sectors, including understanding of the needs and circumstances of older people, people with disability and/or carers from migrant and refugee backgrounds in relation to human services
- Demonstrated experience in effectively engaging and influencing decision makers to promote policy or systemic change
- Demonstrated ability to work cross-culturally and draw insights from community and lived experience to apply to practice, policy and system design
- Demonstrated skill in using evidence, research and analysis to develop insights and influence practice and decision-making
- Well developed organisational and time management skills with the ability to plan, prioritise and meet deadlines.

Desirable

- Experience in developing and/or delivering professional development, training and/or capacity building
- Experience with monitoring and evaluation in human services
- Experience leading and implementing collaborative, participatory and co-design methods
- Demonstrated ability to work in a culturally respectful way with Aboriginal and Torres Strait Islander peoples.

Personal Qualities

- Actively engages with peers and others to build productive relationships based on mutual respect, collaboration and trust
- Interest in and knowledge of a range of cultures and a curiosity to understand the views of others
- Demonstrated commitment to ECCV's values and temperament for engaging in behaviour that is values-driven
- Demonstrated commitment to achieving common objectives of the ECCV and drive and energy towards achieving work targets.
- Perseverance in achieving objectives despite limited resources, tight deadlines and occasional setbacks.

Conditions

- All conditions are in line with the SCHCADS Award
- The role is subject to periodic professional review and development
- Some weekend and after-hours work may be required for which time-in-lieu can be claimed
- People from migrant and refugee backgrounds are strongly encouraged to apply
- ECCV is an Equal Opportunity Employer.

Approval

Jiembra Shiels
 A/Executive Officer
 September 2021