



POSITION DESCRIPTION

DIRECTOR ABORIGINAL HOUSING SERVICES (Full-Time Maximum Term Contract)

OVERVIEW

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| PROGRAM | Aboriginal Housing Services Division |
| POSITION REPORTS TO | Chief Executive Officer |
| DIRECT REPORTS | 3 |
| DATE PREPARED | 28 March 2022 |
| IDENTIFIED POSITION | No; Aboriginal and Torres Strait Islander candidates strongly encouraged to apply |

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing more than 1,500 rental properties for Aboriginal and/or Torres Strait Islander people living in Victoria.

Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest Aboriginal Registered Housing Agency in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na worn-tyeen maar-takoort*. As the housing policy lead in the Aboriginal community, AHV has responsibility to work in partnership with the Government to secure the resources and reforms to implement the policy, while we support sector development to empower Victoria's Aboriginal community to determine its chosen housing future.

AHV's housing services are targeted to those most in need of support. Through the provision of secure housing by an Aboriginal landlord, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

Respect and support for Aboriginal identity and culture and for our tenants and stakeholders

Striving for excellence through leadership in Aboriginal housing and best practice service delivery

Integrity, trust and honesty in all our business activities

Collaborative relationships with our community, tenants, government and stakeholders

Kindness, compassion courtesy and dignity in our relationships with our clients, our stakeholders and with each other

AHV is as a workplace taking active steps to stop men's violence against women and has a zero-tolerance approach to violence in any form.

PROGRAM INFORMATION

The Aboriginal Services Division provides culturally appropriate and consistent policies and services which sustain AHV tenancies. The Division delivers housing programs that contribute to all Aboriginal Victorians achieving quality housing outcomes in a generation.

PURPOSE OF THE POSITION:

This Director works closely with the Assets and Development, Finance, Strategy and Performance, and Human Resources/Organisational Development teams; to ensure a strategic, integrated and accountable approach to housing strategy and implementation, and staff development and leadership.

KEY RESPONSIBILITIES

- Provide overall leadership to the teams responsible for tenancy and client services and provide effective oversight and continuous improvement of service delivery.
- Provide tenancy and client services to ensure:
 - tenancies are culturally appropriate, consistently managed and sustained;
 - direct client services and support are targeted and effective; and
 - clients are effectively supported to access more complex services and support.
- Manage rental revenue streams and provide early advice to the CEO where there is impediment to revenue.
- Implement property leasing arrangements, and work closely with government bodies and other housing providers to ensure best practice in accord with AHV's values.
- Lead and participate at a senior level in key strategic projects designed to enhance the efficiency and effectiveness of AHV's housing services.
- Ensure compliance with internal policies and procedures and with key funding agreements and relevant legislation.
- Maintain high quality reporting systems and exercise high quality financial management and ensure management within budgets.
- Develop effective networks and working relationships with government and other external stakeholders in the housing industry and Aboriginal community.
- Effectively lead, manage and develop staff.
- Provide effective upward communication and support to the CEO.
- Work closely with the AHV Executive Management Group to ensure alignment with AHV strategic directions and integrated services to AHV clients.

QUALIFICATIONS AND LICENCES

- Current Victorian driver's licence.
- Minimum relevant undergraduate degree qualification and extensive relevant experience.

KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Proven track record of contemporary leadership and people management skills.
- High degree of intellectual, conceptual and analytic ability and the capacity to exercise sound judgment in relation to complex and sensitive issues.
- Demonstrable capacity to be a change manager and drive improvements to existing management processes
- High level interpersonal skills, including the ability to negotiate across teams, with external stakeholders and organisational partners.
- Sound experience in either the public or private sectors in the management of housing services or client support services.

- Extensive knowledge of the roles of Local, State and Federal Governments relevant to the community housing sector.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment.
- AHV is an equal opportunity workplace.
- AHV employees are mandated to show evidence of double vaccination or vaccination exemption.
- A current National Police records' check and current Working with Children Check are required.
- Attend mandatory and other training as required.