

# Position Advertisement Project Officer



## POSITION AT A GLANCE

Position Title	Project Officer
Considerations	Community-focused Secretariat performing rewarding and meaningful work
	Flexible work arrangements
Employment Status	Fixed Term until 30 June 2025

## ABOUT THE SECRETARIAT

The Closing the Gap Partnership Forum (Partnership Forum) is the shared decision-making body between the Aboriginal community-controlled sector and the Victorian Government, responsible for implementing the National Agreement on Closing the Gap in Victoria (National Agreement). It was formed in May 2022, and its current term runs until 30 June 2025.

Ngaweeyan Maar-oo is the representative Koorie Caucus of the Partnership Forum. Membership includes elected ACCO sector representatives and delegates from the Aboriginal Caucuses of Aboriginal Governance Forums. Ngaweeyan Maar-oo is led by two elected Co-Chairs from the membership.

The Secretariat primarily supports the Ngaweeyan Maar-oo Co-Chairs and Members, through high level and comprehensive policy and strategic advice, administrative and meeting support and sector engagement and communication activities, to assist Community participation in the implementation and monitoring of actions on the National Agreement.

## ABOUT THE OPPORTUNITY

The Project Officer role in the Secretariat will provide project, policy and secretariat support to implement key aspects Of the National Agreement and support its associated governance structures including Closing the Gap Partnership Forum, Ngaweeyan Maar-oo members meeting and advisory groups.

The Project Officer is required to perform important project management, logistical and administrative functions to support the strategic coordination of meeting agendas and papers, action decisions and support policy leads to manage key projects under the National Agreement. The role also supports building strong relationships across the Aboriginal community-controlled sector, Aboriginal governance forums, the First Peoples' Assembly of Victoria and government departments to support outcomes in line with the National Agreement.

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## KEY SELECTION CRITERIA

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To be considered for this role, you must have the following:

- Proven understanding of Aboriginal and Torres Strait Islander progress and challenges in Victoria, particularly about Closing the Gap; and in-depth knowledge of Victorian First Peoples' community and ACCO sector priorities, and related self-determination reforms.
- Provide secretariat functions to Ngaweeyan Maar-oo governance forums and key meetings, including supporting the timely coordination and preparation of high-quality agendas, minutes and other associated documents.
- Identifies processes, tasks and resources required to achieve a goal; develop and follow systems and procedures to guide work and track progress; recognizes potential barriers and finds effective ways to deal with them.
- Can articulate key messages and ideas in various written formats, including briefings, emails, and reports using clear and concise language; helps edit written communications to ensure they meet their purpose and audience needs, following appropriate style and formatting.
- Able to coordinate and prioritize key milestones across workstreams; able to translate strategic direction into discrete tasks to inform day-to-day activities; able to adapt and overcome challenges and manage and mitigate risks to ensure timely delivery of projects.

## HOW TO APPLY

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If interested in this role, please send your application, with a cover letter, resume and responses to the selection criteria to [employment@vahs.org.au](mailto:employment@vahs.org.au) before 9pm, Sunday 4<sup>th</sup> August 2024.