



Position Description



Position title: Aboriginal Co-ordinator - ACHIA (Aboriginal Community Housing Industry Association NSW) - identified position

Responsible to: Manager, Business Development

Position type: Two-year contract full time (36.75 hrs per week)

Salary range \$ Negotiable depending on experience

Last updated: June 2018

Overview

The NSW Aboriginal Community Housing Industry Association (ACHIA) is the new peak body for the Aboriginal Community Housing sector in NSW.

The purpose of ACHIA is to be the industry body for Aboriginal Community Housing Providers in NSW and in doing so, to:

- promote the human rights of all Aboriginal people in NSW to decent, affordable and secure housing;
- promote the right of all Aboriginal people to self-determination, including the right to choose a culturally appropriate social landlord;
- develop and support public policy which promotes a more just housing system for Aboriginal people in NSW;
- in partnership with counterpart organisations across Australia, develop and promote policy at a national level for housing justice and self-determination for Aboriginal people;
- support the development of best practice in the provision of housing for Aboriginal people by encouraging networking and collaboration between Aboriginal Community Housing Providers; and
- support the provision of culturally appropriate housing by mainstream community housing providers.

Responsibilities

The Aboriginal Co-ordinator ACHIA will be responsible for providing support to the ACHIA committee and assisting them to make progress towards the organisation's strategic aims.

This will include building ACHIA's profile, communicating with its members and providing practical Secretariat support for the Committee. It will also include support to develop ACHIA as an organisation – for example by consulting members to develop a strategic plan and to investigate funding opportunities. The Co-ordinator will also develop policy positions with the Committee and contribute to submissions on behalf of ACHIA.

Although the Co-ordinator will be employed by CHIA NSW, the ACHIA committee will play a key role in setting the Co-ordinator's work plan and priorities. Work priorities will include consulting the sector on their aims for ACHIA, developing a communications plan which will include a regular e-bulletin, facilitating regular elections to the ACHIA committee and building ACHIA's profile with the sector and other key



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stakeholders. The Co-ordinator will also manage a number of events to be held in Sydney and in regional areas.

CHIA NSW is developing a small team of Aboriginal specialists and the Co-ordinator will be expected to work on other projects to support Aboriginal organisations and tenants from time to time.

In addition, the Aboriginal Specialist is expected to make an effective contribution to the achievement of the CHIA NSW 's broader objectives as an industry peak body.

Work Environment

CHIA NSW aims to promote a dynamic, challenging, collaborative, safe and supportive working environment, which enables staff to focus on the achievement of the

organisation's intended outcomes. Individuals will be expected to manage their workload independently and work in partnership with others, both within and outside the organisation.

Key Work Areas

The full range of work areas for the Aboriginal Co-ordinator ACHIA are listed below.

1. Advocacy and partnership building
2. Organisational development
3. Policy analysis and development
4. Sector co-ordination

1. Advocacy and partnership building

- To identify and build partnerships with key stakeholders such as members, Aboriginal Community Housing Providers, Government and its agencies, other NGOs and the private sector.
- Support ACHIA's work to influence decision makers

2. Organisational development

- To support the development of ACHIA as an organisation
- To develop, monitor and implement project plans on behalf of ACHIA and CHIA NSW
- To ensure the successful delivery of different work areas,
- To report on project progress to internal and external stakeholders
- To provide Secretariat support for the ACHIA committee, including setting agendas with the ACHIA committee, presenting on progress made and spending against the budget
- To work with others within CHIA NSW to identify and pursue opportunities for business development

3. Policy analysis and development

- Provide advice on specific policy and research matters on behalf of ACHIA and CHIA NSW



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- To monitor policy and practice that impacts on Aboriginal community housing in NSW
- Review and collate data about the sector and present back to ACHIA committee and the sector
- Prepare briefing papers, good practice materials, resource materials and written reports for publication, including policy positions to be developed with the ACHIA committee.

4. Sector co-ordination

- To develop, convene and resource forums of ACHIA members and other stakeholder to facilitate discussion of strategic issues
- To develop a regular e-bulletin for members
- To contribute to the development of regional partnerships of Aboriginal and non-Aboriginal community housing providers

5. General Duties

- Participate in other projects to support Aboriginal CHPs and tenants such as capacity building in Aboriginal Community Housing, supporting the delivery of the Aboriginal Outcomes Strategy and supporting Aboriginal cultural competency in mainstream community housing providers.
- Participate in the general activities of the organisation including major events such as the regular affordable housing conferences
- Work with colleagues to build a positive and collaborative workplace culture
- Work with colleagues to develop effective workplace communication practices
- Carry out other duties as requested by the CEO or Manager, Business Development

Identified position

This is an Aboriginal - identified position. Applicants must be of Aboriginal or Torres Strait Islander descent (pursuant to Section 14 (d) of the Anti-discrimination act.) and Confirmation of Aboriginality will be required.

Employee's Signature

Date

Manager's Signature

Date



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Selection Criteria

Essential

- This is an identified position and applicants must provide Confirmation of Aboriginality
- Excellent project management and project co-ordination skills
- Excellent writing skills
- Demonstrated experience in engaging Aboriginal organisations
- Social or community housing experience or experience in a related field
- Ability to provide effective co-ordination services
- Ability to support the growth of an organisation
- Excellent communication and presentational skills with the ability to engage stakeholders of all levels
- Ability to review and collect data and prepare reports and policy positions
- Knowledge and understanding of the cultural, social and economic needs of Aboriginal people in NSW
- Knowledge and understanding of the challenges and barriers that affect Aboriginal communities and organisations in NSW
- Ability to work independently and as part of a cross-functional team

Desirable

- Knowledge and experience in any of the following fields - governance, housing management, asset management, or financial management
- Knowledge of the NSW Aboriginal Land Rights Act
- Knowledge and experience of event management
- Understanding of the purpose of a member-based Association
- Experience of training delivery
- Knowledge of regulatory systems
- Strategy development
- Budget management
- Ability to input an Aboriginal perspective into mainstream or general housing policy