

POSITION DESCRIPTION



ACHVL RELATIONSHIP MANAGER

Location: Victoria- offices in Box Hill, Albert Park, Bendigo, Ballarat, Morwell, Bairnsdale

Reports to: ACHL National Manager

Supervises: Nil

CHL Capability Band: #2

ABORIGINAL COMMUNITY HOUSING LTD

Primary Purpose:	Responsible for the growth of ACHL in Victoria through developing and managing partnerships and stakeholder relationships.
Context:	This is an important role contributing to the establishment and acceptance of ACHVL as a leading provider of Aboriginal housing and community development in Victoria with key stakeholders, supporting ACHVL's Values, Vision and Mission. Staff in this role are expected to assume a positive and balanced approach to work. This includes identifying and following safe work practices and actively working toward a flexible and culturally sensitive working environment free from harassment and discrimination.
Work Health & Safety	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and ACHVL health and safety policies, procedures and directions.
Responsibilities:	<ol style="list-style-type: none"> 1. Engage with Aboriginal and Torres Strait Islander communities, sector organisations, agencies and individuals in Victoria to support the expansion of ACHVL. 2. Manage partnerships and stakeholder relationships to support growth. 3. Identify and secure diverse business growth opportunities in Victoria. 4. Work with the ACHL National Manager, Victorian colleagues at CHVL and colleagues across CHL to develop workplans, project plans and procedures to support implementation of the ACHVL Strategic Business Plan. 5. Represent ACHVL and demonstrate ACHVL's Values, Vision and Mission. 6. Participate in the development and management of projects and operations as required.
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • This is a targeted role. Aboriginal and Torres Strait Islander people are strongly encouraged to apply, and preference will be given to suitable Aboriginal or Torres Strait Islander applicants. • Understanding of Aboriginal and Torres Strait Islander cultural issues in Victoria, including their social, political, and historical context. • Experience working with and strong networks with Aboriginal and Torres Strait Islander communities, people, agencies and partner organisations in Victoria. • Excellent communication skills. • Relevant qualifications in the community services field would be well regarded. • Knowledge and understanding of the community and public housing sectors would be well regarded. • Current Driver's Licence (mandatory). • Satisfactory Police and Working With Children's Checks.
Key Capabilities:	<p>Client Focus – Demonstrates detailed knowledge of client issues and ensures service delivery responds to client needs.</p> <p>Achieves Results – Sees tasks through to completion with a commitment to achieving quality outcomes.</p> <p>Resilience- Achieves work objectives, even in difficult circumstances whilst remaining positive and calm.</p> <p>Solves Problems - Monitors programs, identifies potential problems, and develops and implements collaborative solutions.</p> <p>Strategic Thinking – Understands the work environment and contributes to the development of plans, strategies and team goals.</p> <p>Leadership & Teamwork – Maintains enthusiasm and understands own role in achieving ACHL's mission. Works as supportive and cooperative team member.</p> <p>Self-Awareness – Reflects on own performance and behaviour and actively seeks feedback to inform own learning and development needs.</p> <p>Communication - Confidently communicates with a range of audiences ensuring messages are concise, articulate and impactful using the most appropriate methods of communication.</p> <p>Nurtures Relationships- Builds and sustains positive relationships.</p> <p>Integrity - Emphasises and role models integrity and alignment with ACHL's values and policies, confronting behaviours or actions of others which are at odds with the organisation's values, holds people accountable and initiates and supports corrective actions.</p>