

POSITION TITLE:

Policy Officer – Ageing and Aged Services (secondment)

BACKGROUND

About the MAV

The Municipal Association of Victoria is the peak representative and lobbying body for Victoria's 79 councils. We were formed in 1879 and the Municipal Association Act 1907 appointed the MAV the official voice of local government in Victoria.

Today, we are a driving and influential force behind a strong and strategically positioned local government sector. Our role is to represent and advocate the interests of local government, lobby for a 'fairer deal' for councils, raise the sector's profile, ensure its long-term security and provide policy advice, strategic advice, capacity building programs and insurance services to local government.

The success of the MAV stems from its people and the Association prides itself on building a quality team of staff and consultants to ensure that the needs of its members are met and that the MAV is well positioned to fulfil its purpose.

The staffing profile of the MAV has a mixture of:

- Staff funded from membership subscription whose primary focus is policy support and advice, capacity-building programs and the representation of Victorian councils
- Staff funded from State or Commonwealth grants to deliver specific programs and support to Victorian councils
- Specialist consultants to supplement the skills of the staff within the organisation and provide support across a range of functions including finance, insurance scheme management and business development.

Our Purpose

Lead, support and empower councils to best serve Victorian communities.

Our Aspiration

We are the influential and trusted peak body for an innovative, sustainable and high-performing Victorian local government sector.

Our Values

- **Walk the Talk:** We are guided by our principles in everything we do
- **Lead with Impact:** We empower and inspire our people to lead with courage and purpose
- **Service Excellence:** We provide excellent service
- **Our Smarts:** We use our collective intelligence (IQ & EQ) and expertise to achieve results
- **Care & Responsibility:** We care about our organisation, our people, our members and our community

About the Role

The Policy Officer – Ageing & Aged Services is part of the Community Services Team, which sits within the MAV’s Policy & Advocacy Directorate. The Community Services Team includes the policy portfolios responsible for Maternal Child Health, Early Years, and Ageing & Aged Care.

The Policy Officer will contribute to the effectiveness of the MAV’s policy work, supporting councils’ positive ageing and community care services and programs. Specific tasks will include supporting the coordination of events, development of resources and communications and input into strategic advocacy. You’ll navigate a challenging and vital policy space that directly impacts the day-to-day lives of Victorian communities

With significant changes to the national aged care system, many Victorian councils are actively reimagining how they support their older communities. This role will help councils harness and extend innovative practice within the sector for the betterment of communities.

POSITION PROFILE

We are seeking a Policy Officer – Ageing & Aged Services to join our Community Services team. The purpose of this document is to clearly articulate the key responsibility and accountability areas for this position.

CONDITIONS:	Full-time (part time will be considered) 1 year secondment position.
TOTAL EMPLOYMENT COST:	It is expected that this role will attract a total employment cost of \$90,000 and 105,000 plus 10.5% superannuation.
REPORTS TO:	Ageing and Aged Services Policy Adviser
DIRECT REPORTS:	None
KEY RELATIONSHIPS:	<p>EXTERNAL:</p> <ul style="list-style-type: none"> • Local government – both officers and councillors • State Government – various departments and agencies • Commonwealth Government – various departments and agencies • Other relevant industry bodies and associations <p>INTERNAL:</p> <ul style="list-style-type: none"> • Executive Director Policy & Advocacy • Manager Community Services • Community Services Team • Policy and Advocacy Team • Communications • Events

THE POSITION

**PURPOSE AND
KEY DUTIES**

This position plays an integral role in supporting the MAV to empower councils to create communities and services that respond to the needs of older community members. This opportunity will see you harness existing and new relationships to support the development of resources, events and research to support councils' positive ageing and aged care work. You'll work closely with the portfolio Policy Lead to deliver on a suite of projects and undertake research to support

Policy and project work

- Develop high-level briefing documents to inform broader policy objectives of the MAV
- Undertake tasks to support project management, such as data analysis and data input, in order to identify opportunities and inform portfolio priorities
- Contribute to the development of submissions in a timely manner
- Undertake activities to build sector capacity
- Deliver accurate and timely plans, information, advice and background information on the work involved and related issues

Knowledge

- Understanding of Victorian local government's role in supporting older people to age well
- Ability to provide guidance to both councils and other stakeholders working in the ageing well or local government space
- Ability to develop, through research and consultation, responses on behalf of MAV and local government for consultative and advisory groups

Communications

- Help shape strategic communication approaches for specific audiences utilising online platforms
- Develop productive relationships with both internal and external stakeholders
- Maintain and establish mailing lists

Events

- Provide support and guidance in the coordination and development of network meetings, forums and conferences within the portfolio

POSITION SPECIFICATION – SELECTION CRITERIA

SELECTION CRITERIA

The position requires:

1. Exceptional interpersonal and relationship building skills, with the ability to build and maintain strong working relationships with State, Local government, and other stakeholders.
2. Experience or understanding of the Victorian and local government context regarding positive ageing and/or in-home aged care delivery.
3. Excellent written and verbal communications skills, with the ability to clearly and concisely present information
4. Demonstrated experience in using multi-media and communications platforms
5. Outstanding self-management capability, and the ability to work both autonomously and to collaborate with others.
6. A tertiary qualification in the social sciences, health promotion or community development disciplines is desirable

ADDITIONAL INFORMATION

LOCATION

This role is located at Level 5, 1 Nicholson Street Melbourne. Some travel to rural locations will be required. The MAV is working in a flexible hybrid environment.

EQUAL EMPLOYMENT OPPORTUNITY

The MAV is an EEO employer committed to fairness, diversity, and respect.

OCCUPATIONAL HEALTH AND SAFETY

In the context of Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:

- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of others in the MAV workplace.

APPLICATION DETAILS

Applications are due by **Monday 13 February 2023**

Please send your application with the following:

- cover email
- an address to the key selection criteria, and
- curriculum vitae.

Note that applications that do not address the key selection criteria will not be considered.

Applications are to be sent to HResources@mav.asn.au

For any enquires regarding the position please contact Ellie Packham, Ageing and Aged Services Policy Adviser, EPackham@mav.asn.au or 9667 5580

Privacy Notification

The MAV is bound by Victorian privacy laws. For information on our privacy practices email astandish@mav.asn.au or call 03 9667 5555.