

Project Manager – Aboriginal Services

- Full time maximum term position up to 12 months
- Salary commensurate with experience, range: \$86,915 – \$108, 642 plus superannuation
- Attractive employee benefits including salary packaging

About the role:

The Project Manager will play a key role in supporting the design, implementation, monitoring and reporting of our Reconciliation Action Plan 2019 - 2021 and other Aboriginal Services projects. These initiatives will further progress our service response to Aboriginal and Torres Strait Islander people, improving their access to VLA services and rights and obligations under the law.

In addition to providing project management support to the RAP, this role will work closely with the Associate Director, Aboriginal Services to manage internal and external stakeholders and produce high quality written communications and coordinate and facilitate meetings and workshops. You will also support VLA's Aboriginal Community Engagement Officers and local teams across the state to promote Aboriginal inclusive client service delivery and engagement in VLA programs.

About you:

You will be community and client focussed with sound knowledge and experience of Aboriginal and/or Torres Strait Islander communities in Victoria, including their legal needs and barriers to inclusion.

Your strong communication skills and ability to influence and negotiate to achieve outcomes for stakeholders with competing interests will be highly regarded. You will bring excellent project management and organisational skills to a role in which you will enjoy the opportunity to analyse, review, plan, implement and evaluate initiatives and systems.

This is an exciting opportunity to take part in improving access to legal services in Victoria for Aboriginal and Torres Strait Islander communities and contribute to the work of VLA and our vision and values.

VLA considers that being Aboriginal and/or a Torres Strait Islander person is a genuine occupational requirement for this position under subsection 26(3) or section 28 of the Equal Opportunity Act 2010 (Vic).

About Victoria Legal Aid:

Our vision is for a fair and just society where rights and responsibilities are upheld. With over 800 staff employed in 14 offices across Victoria, we help people with their legal problems by providing information, advice and education with a focus on the prevention and early resolution of legal problems. We also provide legal representation to those who need it most.

Employee benefits:

We offer attractive employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements, family friendly policies, cultural and ceremonial leave and opportunities for professional development. Whilst the work is challenging, you will be rewarded with a culture that is focused on achieving quality outcomes for disadvantaged Victorians.

How to apply:

Submit a current resume and completed Candidate Application Form addressing the specified key selection criteria. Separate responses to all of the key selection criteria outlined in the position description are not required. You must complete the candidate application form to be considered for this role.

For further information review the position description on our website **CLICK ON THE LINK BELOW** or contact Alan Dewis, Associate Director, Aboriginal Services on (03) 9280 3852.

Applications close 11.59pm Sunday 17 February 2019.

**CLICK FOR FURTHER INFORMATION,
POSITION DESCRIPTION
AND TO APPLY**