

Role title	Deputy Chairperson
Term	Up to four years
Entity	Victorian Multicultural Commission (Commission)
Tenure	Part time, remunerated at Executive level
Enquiries to	Fisher Leadership – please quote reference DPCvmc1220. Only accepting expressions of interests at this stage.
Email	info@fisherleadership.com
Location	The Commission is located within the Melbourne central business district.

Victorian Multicultural Commission

Established in 1983, the Commission provides a vital conduit between culturally diverse communities and the Victorian Government.

The Commission provides independent advice to the Victorian Government to inform the development of legislative and policy frameworks, as well as the delivery of services to the State’s multicultural community.

Operating under the *Multicultural Victoria Act 2011* (the Act), the Commission consists of:

- Chairperson;
- Deputy Chairperson;
- Community Representative Commissioner;
- Youth Commissioner; and
- Eight members.

The Chairperson leads the VMC and its members by providing a link between Victoria’s culturally, linguistically and religiously diverse communities and government.

The Chairperson presides over meetings of the Commission and is responsible for leading and managing the Commissioners in the discharge of their duties.

Objectives

As specified in the Act, the Commission’s objectives are to:

- promote full participation by Victoria's diverse communities in the social, cultural, economic and political life of Victoria;
- promote access by Victoria's diverse communities to services made available by governments and other bodies;
- encourage all of Victoria’s diverse communities to retain and express their social identity and cultural inheritance and to promote mutual respect;
- promote co-operation between bodies concerned with multicultural affairs and diversity;
- promote unity, understanding and harmony among Victoria’s diverse communities; and

- promote a better understanding of Victoria's diverse communities;
- promote interaction between individuals and communities from diverse backgrounds;
- promote the social, cultural and economic benefits of diversity;
- promote the rights and responsibilities of citizenship as a unifying force that strengthens our diverse multicultural community; and
- promote community service as a principle that builds a stronger society.

Accountabilities

The role of the Deputy Chairperson is to:

- Attend meetings of the Commission;
- Assist the Chairperson in:
 - liaising and negotiating with community organisations, government departments and service providers to better meet the needs of Victoria's diverse communities;
 - developing effective relationships and networks in order to undertake wide-ranging consultations with diverse communities; and
 - overseeing the work of eight Regional Advisory Councils to provide advice on matters relating to VMC's objectives and functions.
- Provide information and advice to the Chairperson on matters relating to the objectives and functions of the Commission including current and emerging issues within the multicultural affairs sector and communities;
- Undertake wide-ranging community consultations to determine the needs of Victoria's diverse communities and promote Commission objectives;
- Proactively manage and promote harmonious community relations between Victoria's diverse communities;
- Represent the Commission publicly across Government and the community to enable it to fulfil its objectives;
- Participate actively in Commission and community functions and events; and
- Deputise for the Chairperson as required.

Key selection criteria

Knowledge and skills

- Demonstrated understanding of multicultural affairs and Victoria's multicultural policies and programs.
- A commitment to multiculturalism and extensive experience and passion for serving the needs of Victoria's diverse communities in a collaborative and inclusive manner.
- Proven high level interpersonal and communication skills including the ability to represent the Commission at community activities, conferences, public forums and on relevant government and non-government Committees.
- Demonstrated understanding and knowledge of the range of diverse needs of Victorian multicultural organisations and a proven ability in developing, maintaining and partnering with multicultural entities.

- Proven ability to effectively engage, negotiate and form strategic alliances with policy and service delivery agencies, peak bodies, government departments, diverse communities and community based organisations through an inclusive whole-of- government and whole of community approach to multicultural affairs.
- Proven ability to develop and maintain partnerships with organisations in the community sector.

Personal attributes

- Practices inspirational purpose driven leadership Develops and utilises networks.
- Possesses excellent skills in stakeholder engagement.
- Possesses an understanding and/or experience of public sector governance.
- Has a reputation for integrity, respect and support for human rights.

Desirable requirements

- A tertiary qualification in a relevant discipline is desirable, but not mandatory.
- Current Victorian driver's licence and access to a vehicle is recommended given the amount of travel involved in the role

Occupational health and safety responsibilities

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004*, Commissioners are responsible for ensuring they:

- follow reasonable instruction;
- cooperate with their counterparts; and
- at all times, take reasonable care for the safety of others at meetings and events hosted by the Commission.

Security requirements and professional obligations

Preferred applicants may be asked to provide:

- evidence of their qualifications; and
- sufficient proof of identity.

Preferred applicants will be asked to undertake, unless subject to a waiver:

- Australian Securities and Investment Commission banned and disqualified persons register check;
- National Personal Insolvency Index Check; and
- National Crime Record Check.

All Commissioners are to comply with the VPS Code of Conduct (<http://vpsc.vic.gov.au/resources/code-of-conduct-for-employees>).

Commitment to diversity and equal opportunity

The Commission is committed to equal opportunity and recruitment process will focus on essential skills and abilities. The Commission welcomes applicants from a diverse range of backgrounds, including Aboriginal and Torres Strait Islander peoples, people from multicultural backgrounds and people with disabilities.

The Commission values its people and is committed to attracting, developing and retaining diverse talent. The Commission actively promotes diversity and inclusion and does not discriminate based on age, sex, carer or parental status, disability, race, religious belief, sexual orientation, gender identity or other characteristics.

The Commission provides reasonable adjustments for representatives with a disability.

Relevant Information

Members of Parliament, Councillors, electorate officers, Ministerial officers and Parliamentary advisers may not be appointed as a Commissioner.

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.

Department of Premier and Cabinet

The Victorian Multicultural Commission is supported by the Department of Premier and Cabinet (DPC). DPC's vision is to be a recognised and respected leader in whole-of-government policy and performance.

DPC is committed to:

- strong policy outcomes;
- engaged citizens;
- professional public administration; and
- high performance.

Multicultural Affairs

The Multicultural Affairs (MA) branch exists within DPC and works with Victoria's diverse multicultural communities, bringing together policy functions and program activity areas that drive the Victorian Government's policy agenda and commitment to fostering an inclusive, engaged and harmonious multicultural community in Victoria. MA is part of Fairer Victoria which also includes the Office for Women, Equality, Youth and Veterans.

Multicultural Affairs has four branches:

- Settlement and Engagement
- Social Inclusion Policy
- Access and Priority Reform

- Office of the Victorian Multicultural Commission (OVMC)

How to register your interest

To apply, please visit:

<https://fisherleadership.com/opportunities/victorian-multicultural-commissioners-expressions-of-interest/>

You will need to provide your contact details, a cover letter and CV detailing your relevant experience.

All individuals who register their interest will be advised in relation to the next step in the process.

You must register your interest to be considered for these positions.

To receive this publication in an accessible format, please contact DPC's Diversity and Inclusion Adviser on 9651 2307, using the National Relay Service 13 36 77 if required (for more information visit www.relayservice.gov.au)