

POSITION DETAILS	
POSITION TITLE	Manager Strategy.
FULL TIME EQUIVALENT	1.0 FTE
REPORTING STRUCTURE	Reports to General Manager. Direct reports – Executive Officer National FVPLS Forum Secretariat, Policy Officers, Advocacy Officer, Grant Seeker.
POSITION DIMENSIONS (BUDGET)	\$0.75m
PURPOSE - Why does this position exist?	
<p>The Manager Strategy leads Djirra's Strategy Team in its role to</p> <ul style="list-style-type: none"> • provide strategic advice and support to the CEO (including effective advocacy support) and to the General Manager • influence through strategic campaigns and policy/law reform submissions • ensure consistent positioning and messaging across the organisation • secure grants aligned with strategic needs. <p>The Manager Strategy works closely with the CEO and General Manager as part of a Strategic Leadership Team to ensure Djirra's strategic thinking and approach is aligned across advocacy/influencing work and service delivery/development, and to coordinate organisational strategy.</p>	
RESPONSIBILITIES	
<p>Strategic Advice and Support</p> <p>Ensure the CEO (<i>and her delegates</i>) has quality, timely, advice and support in her advocacy for Aboriginal women, undertaken as Djirra and National FVPLS Forum spokesperson, including in media interactions.</p> <p>Ensure the CEO, General Manager and Management Team are provided with strategic advice based on effective and comprehensive analysis of information, and monitoring and identification of opportunities, changes and trends, to inform</p> <ul style="list-style-type: none"> • Djirra (and National FVPLS Forum) strategic positioning, and • the development of Djirra services in a changing environment. <p>Ensure all Strategy Team advice and activities is informed</p> <ul style="list-style-type: none"> • by the experience of Aboriginal women • through the work, feedback and learnings of those undertaking advocacy and/or representation. <p>Ensure appropriate positions are taken by Djirra and the National FVPLS Forum, and that the messaging of these positions is consistent, including in publications and other external communications from Djirra and the National Secretariat.</p> <p>Stakeholder Engagement</p> <p>Maintain effective working relationships with key stakeholders, particularly political, government and community - at the Victorian and national levels.</p> <p>Coordinate participation by Djirra staff in committees and forums, as delegated by the CEO, to ensure effective engagement by, and input from, Djirra.</p> <p>Ensure effective linkages and flow of information across Djirra's engagement at state and regional/local levels with key government-related consultation mechanism and forums (including the Dhek Dja Forum and Action Groups, Aboriginal Justice Forum & Actions Groups, Orange Door advisory mechanisms).</p>	

Policy/Law Reform Work

Ensure well researched policy/law reform submissions are delivered, under the overall direction of the CEO, and in collaboration with teams across Djirra (and where appropriate across National FVPLS Forum members).

Campaigns

Ensure impactful strategic campaigns are delivered, under the overall direction of the CEO, and in collaboration with teams across Djirra (and where appropriate across National FVPLS Forum members), including

- NAIDOC Week, Ochre Ribbon Week, 16 Days of Activism
- Social media campaigns
- Creation of campaign videos and other resources
- Campaign related events.

Grant Seeking

Oversee the seeking of grants from government and non-government sources to implement service innovations and growth aligned with strategic needs.

Leadership and Management

Lead and manage the Strategy Team, ensuring its works as a team within a learning culture, and oversee and support the activities of team members.

Ensure that agreed processes are in place, documented, and implemented to

- guide the team's work
- gather, through Djirra's on the ground service delivery and networks, information about Aboriginal women's experiences to inform Djirra's work
- gather feedback and learnings from those undertaking advocacy and representation
- enable work undertaken by the Strategy Team to inform all subsequent work undertaken by the Strategy Team.

Contribute to ensuring the organisation functions effectively, and is clearly positioned externally, as an Aboriginal Community Controlled Organisation.

As a member of Djirra's Management Team, promote and contribute to the blending and prioritisation of activities, communication and collaboration across the organisation.

Report any concerns with health, safety, wellbeing, quality, or service delivery to the General Manager.

Funding and Projects

Ensure reporting as required for accountability purposes.

Liaise with various internal and external stakeholders to ensure that projects and programs are on track and any potential variations are identified early and addressed as appropriate.

Improvement

Seek out and implement effective best practice methodologies and service delivery strategies.

Promote and implement a proactive continuous improvement culture.

<p>Occupational Health and Safety</p> <p>Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.</p> <p>Proactively report on opportunities for improved health and safety.</p>	
<p>DECISION MAKING AUTHORITY</p> <p>All decision making within scope of responsibilities and budget allocations</p> <p>Recognise when to involve / escalate to General Manager or CEO.</p>	
<p>KEY INTERACTIONS</p>	
<p>Internal:</p> <p>CEO, General Manager, Strategy Team members, senior managers, Executive Assistant, Marketing & Communications Advisor, and other employees</p>	<p>External:</p> <p>State and Commonwealth Ministers and other politicians, government agencies. Community organisations. Consultants, Media</p>
<p>QUALIFICATIONS</p>	
<p>Essential:</p> <p>At least an undergraduate qualification (degree course) in a relevant discipline.</p>	<p>Desirable:</p> <p>A Master degree in a relevant discipline.</p>
<p>EXPERIENCE</p>	
<p>Essential:</p> <p>Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations.</p> <p>Significant experience in strategic and/or policy roles, preferably directly related to improving law and justice outcomes and increasing access to culturally appropriate legal and associated services for Aboriginal and Torres Strait Islander victims/survivors of family violence and sexual assault.</p> <p>Demonstrated strong judgement of political processes and opportunities.</p> <p>Demonstrated capacity to provide strategic advice to leaders and senior managers in a complex environment.</p> <p>Demonstrated experience as a senior manager, managing effective workflow within a busy and dynamic environment.</p> <p>Sound knowledge of the key policy issues and stakeholder positions in relation to family violence against Aboriginal and Torres Strait Islander people, or demonstrated capacity to acquire that knowledge.</p> <p>Demonstrated capacity to effectively implement campaigns to achieve policy change, including funding allocations, at a state or national level.</p> <p>Willingness to travel.</p>	<p>Desirable:</p>



TECHNICAL COMPETENCIES	
Intermediate PC skills, including strong familiarity with MS suite of tools.	
GENERIC COMPETENCIES	
<p>Strong conceptual, analytical and investigative skills and capacity to think and plan strategically.</p> <p>Good skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all stakeholders.</p> <p>High level writing and verbal communication skills.</p> <p>Strong team building, organisation and time management skills</p> <p>Ability to motivate employees and create and drive change.</p>	
ACKNOWLEDGEMENT	
I acknowledge that I have received a copy of the Position Description and have read and understand its contents.	
Employee Signature: _____ Name: _____	Date: / /
Direct Manager Signature: _____ Name: _____	Date: / /

HR CHECKLIST	
<input type="checkbox"/> Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep. <input type="checkbox"/> Place one copy of completed form and any attachments on the employee's Performance File. <input type="checkbox"/> Retain original completed form and any attachments on the employee's Personnel File.	
Initials: _____ Date: _____	