



Position title	Executive Officer, National Family Violence Prevention Legal Service Forum Secretariat (c/o Djirra)
Employment status	Full-time, 12 months fixed term
Salary Range	As per SCHCADS Award
Position reports to	Manager, Policy & Advocacy Directly advises and supports the National FVPLS Forum Chairperson and Deputy Co-Chairs
Location	The location for this position is flexible. For candidates residing in Victoria - 292 Hoddle Street, Abbotsford, Victoria, 3067 with some remote work required due to COVID-19. If you are the successful applicant and you live in another State or Territory, your location can be negotiated.
	Please note: Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply
Organisation environment	
<p>The National Family Violence Prevention and Legal Services Forum (Forum) was formally established in May 2012. It is the national peak body comprising fourteen Family Violence Prevention and Legal Services (FVPLS) member organisations across Australia.</p> <p>The FVPLSs deliver culturally-safe, specialist, legal and non-legal supports, as well as early intervention and prevention programs, for Aboriginal and Torres Strait Islander people at risk of or experiencing family violence – predominantly women and their children. Nationally, over 95% of people accessing our services are women and children.</p> <p>The goal of the Forum is to work in collaboration with the FVPLSs to increase access to justice for Aboriginal and Torres Strait Islander victim/survivors of family violence and sexual assault. The Forum enables the FVPLSs to form unified responses and input to the Government at a national level to address family violence against Aboriginal and Torres Strait Islander people.</p> <p>A list of the Forum’s member organisations can be accessed here: https://www.nationalfvpls.org/Where-We-Are.php.</p>	
Key responsibilities	
The Executive Officer will work closely with relevant managers, the National Chairperson, Deputy Co-Chairs and Forum members. Key responsibilities include:	
Chairperson Support	<ul style="list-style-type: none"> providing ongoing support to the National Chairperson and Deputy Co-Chairs, including coordinating regular National Secretariat meetings, preparing correspondence, briefings and circulating materials
Forum Administration	<ul style="list-style-type: none"> coordinating and facilitating communication, capacity building and relationship building between members to ensure successful service delivery to clients and communities coordinating regular Forum meetings, including preparing agendas, taking minutes and actioning resolutions establishing member working groups and coordinating other meetings and activities to support the networking / collaboration of members and other stakeholders as required responding to member queries and supporting the induction of new members, CEOs and managers representing the Forum at national forums, meetings and as otherwise directed by the National Chairperson advocating for, and promoting awareness of, the Forum and its role implementing and actioning the Forum’s strategic priorities in accordance with its strategic plan
Policy and Advocacy	<ul style="list-style-type: none"> engaging with key stakeholders to promote Forum positions, including through participation in Government consultations and attending meetings with politicians and other stakeholders





	<ul style="list-style-type: none"> developing policy positions that identify areas in need of reform and making recommendations drafting policy submissions, responses to parliamentary inquiries, media releases, speeches and assisting with other policy and advocacy related tasks including campaigning and lobbying providing advice and input to Government on relevant key issues
Management, Coordination and Planning	<ul style="list-style-type: none"> coordinating the National Secretariat, including capacity building and sector development activities to ensure the effective operation of the National Secretariat managing Forum projects, grant programs and pro bono relationships collaborating with Policy and Advocacy teams across the FVPLSs
Financial Accountability	<ul style="list-style-type: none"> overseeing and reporting on the National Secretariat budget, including providing monthly finance updates to members
Decision Making	<ul style="list-style-type: none"> working autonomously to make decisions within scope of responsibilities and budget allocations escalating decision making to relevant managers, Deputy Co-Chairs or National Chairperson when required
Best Practice	<ul style="list-style-type: none"> implementing and executing best effective practice methodologies and service delivery strategies proactively promoting and implementing improvement culture
Key Interactions	<p>Internal: Djirra CEO, Policy & Engagement Director, Policy & Advocacy team members, senior managers, and other employees</p> <p>External: Deputy Co-Chairs, Forum members, Ministers and politicians, Commonwealth Government agencies, community organisations, consultants, media</p>

Key selection criteria

Professional / Functional Skills	<ul style="list-style-type: none"> Demonstrated ability to work or learn to work with Aboriginal and Torres Strait Islander organisations, communities and individuals in culturally appropriate ways, as well as mainstream organisations. Experience in organising meetings and providing a secretariat function, including minute taking, record management, providing member support and other related tasks. 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. Knowledge of the key policy issues and stakeholder positions in relation to family violence against Aboriginal and Torres Strait Islander people in the national space, or demonstrated capacity to acquire that knowledge. Willingness to travel (regional and interstate). Satisfactory Australian Criminal History Check and a Victorian Working With Children Check.
Competency	<ul style="list-style-type: none"> Strong conceptual, analytical and investigative skills and capacity to think and plan strategically. Good skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all stakeholders. Strong judgement of political processes and opportunities. Excellent written and verbal communication skills. Strong organisation and time management skills.
Technical Skills	<ul style="list-style-type: none"> Proficient PC skills, including strong familiarity with MS suite of tools.

Qualifications

Essential: At least an undergraduate qualification (degree course) in a relevant discipline.
Desirable: A master's degree in a relevant discipline.



Sharing stories, finding solutions



Workplace health and safety

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.

Information about these policies is contained in Djirra's Human Resources Policy Manual.

We are a Child Safe Organisations

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working With Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

Other important information

Djirra employees and volunteers are required to act in accordance with Djirra's values and behaviours of:

- Respect for people and culture
- trust
- integrity
- resilience; and
- empowerment

Djirra's employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies are contained in Djirra's Human Resources Policy Manual.



ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee Name:

Employee Signature:

Date: / /

Manager's Name:

Manager's Signature:

Date: / /

HR CHECKLIST

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee's Performance File.
- Retain original completed form and any attachments on the employee's Personnel File.

Initials: _____

Date: / /



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