



Position title	Senior Legal Policy Officer
Group	Policy and Engagement
Employment status	Full-time, Ongoing
Salary Range	As per SCHCADS Award
Position reports to	Manager, Policy and Advocacy
Location	292 Hoddle Street, Abbotsford, Victoria, 3067
Delegation	There are no direct reports or financial delegation associated with this role.

Organisation environment

Djirra¹ is an Aboriginal Community Controlled Organisation (ACCO) that works towards a future where all Aboriginal women are strong, safe, independent, healthy and positive in their lives, culture and communities. All Djirra’s work is designed by and for Aboriginal women and is deeply respectful of and connected to community. Self-determination is the foundation of everything we do: it is Our Cultural Way.

Djirra’s vision is to provide high quality culturally appropriate services for Aboriginal women in Victoria who have experienced or are experiencing family violence.

We are committed to ending family violence against Aboriginal women and their children through holistic and culturally safe specialist services, prevention programs and advocacy for change. Our services have state-wide reach.

Djirra offers a range of services including:

- **Holistic and culturally safe legal and non-legal** support to Aboriginal people, particularly women, who experience family violence or sexual assault. Each client is assisted by a lawyer and support worker who together address the multitude of interrelated legal and non-legal issues our women face. Legal advice and representation is provided on intervention orders, child protection, family law and victims of crime assistance.
- The **Koori Women’s Place (KWP)** provides wrap-around support and works to build trusting relationships with Aboriginal women through our shared connection to culture. Aboriginal women can be referred for an appointment, walk into our space or book into a workshop. Mainstream and Aboriginal service providers are available for appointments within the safety of the KWP.
- Our **community education and engagement programs** provide support for women through personal support and empowerment programs.

Djirra also offers a range of workshops in Melbourne and regional areas:

- **Sisters Day Out®** is a wellbeing workshop where Aboriginal women support each other, get information about legal rights and options, and engage with mainstream and Aboriginal support services.
- **Dilly Bag** is a four-day residential program that draws on cultural principles to promote healing.
- **Young Luv®** is designed for young Aboriginal women aged 13 to 18 and focuses on promoting healthy relationships.

Role purpose

Working in a small team, the Senior Legal Policy Officer reports to the Manager, Policy and Advocacy and works closely with the Director, Policy and Engagement. The Senior Legal Policy Officer is responsible for providing advice on policy issues, legislative reforms and contributing to policy development on issues that affect Aboriginal and Torres Strait Islander women and children.

Key accountabilities

- Provide high level legal policy analysis and advice, including the identification of emerging issues, opportunities, risks and trends.
- Research, analyse and prepare comprehensive written materials including solutions focused reports, briefings, papers and submissions on policy and legislative reform.
- Engage, consult and work collaboratively with the broader teams within Djirra and our stakeholders to identify and respond to policy, strategy and reform projects.

¹ Djirra is the Woivurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.



- Provide considered, informed and authoritative advice on key policy and legislation issues and system reform issues.
- Maintain knowledge on current justice, human rights and discrimination issues, relevant Australian and international policy, law and human rights developments.
- Enhance and maintain strong connections and positive working relationships with Djirra’s key stakeholders, including peak Aboriginal and Torres Strait Islander organisations and State and Federal Government representatives.

Key selection criteria

Professional / Functional Skills	<ul style="list-style-type: none"> • Demonstrated extensive knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women. • Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community. • Demonstrated ability to provide legal policy advice and analyse complex operational, policy and legal issues, interpret legislation and provide accurate legal solutions. • Strong project management skills with the ability to prioritise work and to work under pressure to meet tight deadlines. • Excellent communication (written and verbal) skills.
Competency	<ul style="list-style-type: none"> • Written Communication - Produce a range of complex technical reports and recommendations on relevant issues which are evidence based and provide a sound basis for decision making. • Project Management - Consults on and develops project scopes and brief’s and manages projects under limited direction, securing resources and planning and coordinating the activities of project members to effectively address issues and meet timelines. • Problem Solving - Uses specialist knowledge and expertise to address complex problems, gathering relevant information and generating and testing a range of solutions and outcomes. • Stakeholder Management - Establishes relationships with stakeholders, develops effective stakeholder-oriented responses, and assesses, develops and negotiates innovative solutions to complex issues. • Interpersonal skills - Builds strong relationships and develops an understanding of others in order to motivate them and confidently address conflict situations. • Organising and Planning - Plans complex project and work programs aligned with business objectives, identifies and secures resource requirements, and anticipates and addresses barriers to achievement.
Technical skills	<ul style="list-style-type: none"> • Knowledge of and/or experience of social policy or associated fields and/or knowledge of law. • Experience in legal, 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 victim/survivors of family violence and sexual assault.

Qualifications

A relevant tertiary qualification is highly desirable.

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.

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 Victorian Employee Working with Children Check. 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; and
- relevant policies and procedures including, but not limited, to the Code of Conduct Policy, Occupational Health and Safety Policy, Social Media Use Policy, Privacy Information Policy, Conflict of Interest Policy and Volunteer Policy.

Information about Djirra's policies are contained in Djirra's Human Resources Policy Manual. This position will require you to travel regionally as required.