



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

**Organisation environment**

Djirra<sup>1</sup> 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.

Djirra offers a range of services with state-wide reach 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**

The Senior Policy Officer reports to the Manager, Policy and Advocacy and works closely with the Director, Policy and Engagement. The role contributes to policy development and research and ensures that policy responses and projects are aligned with Djirra’s priorities. The role also contributes to the broader advocacy and policy responses nationally and requires engagement with a range of key stakeholders including government (State, Commonwealth and Federal), the Aboriginal community, other ACCOs and various funding agencies.

**Key accountabilities / selection criteria**

<b>Professional / Functional Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated extensive knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women.</li> <li>• Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community.</li> </ul>
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<sup>1</sup> Djirra is the Woiwurrung 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.





	<ul style="list-style-type: none"> <li>• Demonstrated experience in developing and contributing to policy and policy submissions, legislative reform and responses to Parliamentary inquiries at a State and Federal Level that affect Aboriginal and Torres Strait Islander women and children.</li> <li>• Excellent communication (written and verbal) skills with proven experience in the preparation of clear policy papers, presentations, reports, concise briefings and policy related advice in a timely manner.</li> <li>• Effective time management skills with a demonstrated ability to work autonomously to manage competing tasks, timelines and priorities in a dynamic, fast-paced environment.</li> <li>• Demonstrated ability to network and develop effective internal and external working relationships with a broad range of stakeholders, including in relation to the development of policy responses.</li> <li>• Ability to work flexibly across Djirra, performing and assisting with any other tasks as required.</li> </ul>
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<b>Competency</b>	<ul style="list-style-type: none"> <li>• <b>Policy Skills</b> – Demonstrated policy development, research and review, formulation, and implementation based on good organisational knowledge and understanding of current issues, resulting in an ability to effectively address strategic, environmental and operational requirements.</li> <li>• <b>Written Communication</b> – Prepare briefs, reports, policy papers and recommendations on complex policy issues which provide strong support for a preferred position or action.</li> <li>• <b>Verbal Communication</b> – Builds effective relationships with a diverse range of stakeholders and confidently argues complex concepts, negotiating with tact and diplomacy on difficult issues.</li> <li>• <b>Problem Solving</b> – Develops and evaluates solutions with consideration for likely business impacts, developing contingency plans and ensuring stakeholders are actively engaged in the problem-solving process.</li> <li>• <b>Stakeholder Management</b> – Manages development and implementation of stakeholder initiatives, creates lasting relationships with stakeholder groups, and partners/ stakeholders to broker shared solutions in new areas.</li> <li>• <b>Personal proficiency</b> - Consistently model Djirra’s values and behaviours, display strength and courage, manage and adjust leadership approaches, manage pressured and stressful situations and display commitment to ongoing personal development.</li> <li>• <b>Respect</b> - Values others and respects difference.</li> </ul>
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<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Proficient PC skills, including familiarity with MS suite of tools.</li> </ul>
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**Qualifications**

A relevant tertiary qualification is 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**

As a child safe organisation, Djirra is committed in to ensure the safety and wellbeing of all children at all times. Employment with Djirra is subject to a satisfactory Australian Criminal History Check and a 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
- adhere to 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 as required.

