

Position title	Director, Strategy
Group	Senior Executive Team
Employment status	Full-time, Ongoing
Salary Range	Negotiable
Position reports to	Deputy Chief Executive Officer
Location	292 Hoddle Street, Abbotsford, Victoria, 3067
Delegation	Delegations as per Djirra's Schedule of Delegations
Direct Reports	Five (5) direct reports across the following Directorate units: Policy & Advocacy inc Communications, Business Development & Strategic Partnerships, Strategy & Business Planning, Special Projects, Events.
Organisation environment	
<p>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.</p> <p>Djirra's vision is to provide high quality culturally appropriate services for Aboriginal women in Victoria who have experienced or are experiencing family violence.</p> <p>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.</p> <p>Djirra offers a range of services including:</p> <ul style="list-style-type: none"> • 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. • Our newly established Individual Support Service (ISS) offering case management, counselling, alcohol and other drugs support, extended hours delivery and brokerage through internal and external referrals. • 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 including <ul style="list-style-type: none"> ▪ 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	

¹ 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.

As a member of Djirra's Senior Executive Team, the Director, Strategy plays a key role in supporting the Chief Executive Officer and Deputy CEO in the development of Djirra's strategic direction and initiatives, providing strategic advice, developing and executing marketing and communication strategies, identifying and managing key stakeholder relationships, ensuring strategic coherence and alignment across the organisation and fostering collaboration across Djirra.

Key accountabilities

- Provide high level authoritative leadership and strategic advice on future planning.
- Lead the development of Djirra's long-term strategy including the production of an annual business plan that is outcomes and performance measure focussed.
- Develop, implement and drive the agreed internal and external communications strategy for Djirra and ensure the provision of timely, expert advice.
- Lead in the collaborative development of successful funding and grant submissions that further Djirra's strategic direction and support objectives to achieve financial sustainability.
- Lead in the development of a stakeholder management plan to build and maintain strong, collaborative, and productive relationships with key stakeholders at State and Federal Government level, non-government, commercial, philanthropic and community sectors.
- Establish and/or oversee the management of special projects which may be identified or required to achieve Djirra's strategic goals including fee-for-service and social enterprise initiatives.
- As a member of the Senior Executive Team, actively pursue and contribute to the establishment and support of improved ways of working within a cross-functional organisation, including processes and accountabilities.

Key selection criteria

Professional / Functional Skills

- Demonstrated extensive knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women and the essential requirement to provide organisation-wide culturally safe services, practices and environments.
- Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community.
- Sound knowledge of the key policy issues and stakeholder positions in relation to family violence against Aboriginal and Torres Strait Islander people.
- Demonstrated strategic leadership experience in a not-for-profit community-based organisation.
- A record of achievement at a leadership level in formulating and implementing strategy and policy that has resulted in substantive change.
- Demonstrated ability for high-level thinking in developing a vision for the future and translating strategic direction into workable plans.
- Outstanding track record in the provision of proactive and timely expert and strategic advice.
- Demonstrated application of conceptual, analytical, investigative skills.
- Highly developed written and oral communication together with high level consultation and negotiation skills, demonstrated at executive and senior management levels.
- Demonstrated record of achievement in managing and mentoring senior staff and establishing collegiate practices that result in a motivated and engaged Directorate.

Competency

- **Integrity** - Provide proactive strategic advice, be genuine, fair and ethical in their behaviours and ensure decisions, judgements and actions are guided by a moral compass which aligns with Djirra's values and behaviours.
- **Building sustainable partnerships** – Foster effective proactive relationships with key stakeholders (internal, external).
- **Executing outcomes through people** - Embed Djirra's vision and strategy; create a culture of learning and leadership development; build resilient, effective, diverse and well-functioning teams; engage and motivate people; harness others' energy and diverse skills in achieving results; maximise the potential and performance of staff; and build staff capability.



	<ul style="list-style-type: none"> • Personal proficiency - Consistently model the Djirra's values and behaviours, display managerial strength and courage, manage and adjust leadership approaches, manage pressured and stressful situations and take responsibility for ongoing personal development.
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Qualifications

Desirable: tertiary qualification in law, Aboriginal affairs, communications, public policy or related fields or equivalent work experience.

Workplace health and safety

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

The Director, Strategy is expected to lead by example in actively supporting, promoting and implementing the requirements of Djirra's health and safety management system – policies, procedures and processes and actively support staff in participating in programs and initiatives that positively promote their health, safety and wellbeing.

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 Organisation

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. Employees are required to comply with Djirra's Child Safe Policy and Child Safe Code of Conduct.

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 Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies is contained in Djirra's Human Resources Policies Manual, published policies and procedures.

This position may require you to travel regionally and interstate.

This position will require the incumbent to provide reasonable and valid evidence that they have been fully vaccinated for COVID-19. We note that evidence must be derived from a record of information that was made under, or in accordance with, the Australian Immunisation Register Act 2015 (Cth).



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: / /