



Position title	Workforce Development Advisor
Group	Learning and Practice Development team
Employment status	0.8FTE
Salary Range	As per SCHCADS Award <i>(if applicable)</i>
Position reports to	Manager, Learning and Practice Development
Location	Abbotsford
Delegation	None

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.
- **Individual Support Services** provides culturally safe, trauma informed support to Aboriginal women who are experiencing or have experienced family violence. The team's interventions range from short term crisis responses to longer term intensive case management. Individual Support Services comprises case management with brokerage, specialist AOD support, a counselling service and an extended hours support line.
- 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

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.



The Workforce Development Advisor is responsible for designing and implementing a workforce development strategy that sets out the workforce capabilities, skills and competencies that are required in ISS and how these will be developed. In consultation with senior Djirra leadership, the Advisor will upscale this to a whole of organisation strategy as a final stage of the project. There will be a particular emphasis on growing and upskilling the Aboriginal workforce, including improving the professional wellbeing of Aboriginal team members. The Advisor will report to the Learning and Practice Development Manager and work closely with the Training and Practice Lead who will design and deliver professional development initiatives the ISS team. The Advisor will also work closely with the senior leadership of Djirra to ensure that there is organisation-wide support for sustainable workforce development and for the retention and advancement of staff.

Key accountabilities

Assessment and mapping

- Design and implement a workforce capability needs assessment.
- Develop a capability matrix across ISS roles.
- Design and implement a training needs analysis.

Workforce Development Strategy Design and Delivery

- Consult with the Training and Practice Lead on the design of professional development initiatives.
- Develop education pathways and organisational policies and processes that support staff to meet mandatory qualification requirements.
- Develop policies and processes to apply the capability matrix to individual professional development plans.
- Develop policies, processes and practices that support the health and wellbeing, retention, career growth and succession planning of the workforce, with a focus on the Aboriginal workforce.
- Develop quality assurance tools and mechanisms including oversight arrangements and an audit tool.

Monitoring and evaluation

- Work with the Monitoring, Evaluation and Learning Manager to develop a monitoring and evaluation plan.
- Collect and collate data and convene reflection sessions to support monitoring and evaluation.

Scale up phase

- Establish a Djirra-wide Workforce Development Working Group.
- Review and the project evaluation findings.
- Develop a Djirra-wide Workforce Development Implementation plan.

Other

- In consultation with the Learning and Practice Development Manager, participate in regular external meetings, working groups and forums relevant to the project work.
- Participate in regular supervision, team meetings, reflective practice and professional development activities.
- Perform other duties as required.

Key selection criteria

Professional / Functional Skills

- Knowledge of family violence within an Aboriginal cultural framework which preferences the experiences of Aboriginal women, including how this is utilised to understand and respond to the gendered nature of violence against Aboriginal women. Aboriginal women with relevant skills and experience are encouraged to apply.
- Demonstrated experience in workforce development in the community services sector.
- Excellent written and verbal communication skills
- Proven ability to develop and maintain positive, long-term relationships with key internal and external stakeholders
- Capability to work with others to facilitate problem solving and troubleshooting in complex change environment.
- Experience working in a multi-disciplinary context in delivering family violence services is desirable.
- Ability to analyse and understand structural supports and barriers to change and to work effectively to improve practice and promote collaboration.
- Ability to lead, influence and support others in working to achieve change.



Competency	<ul style="list-style-type: none"> • A comprehensive understanding of the history and impact of colonization, including dispossession, trauma, child removals, on Aboriginal people and their communities. • A comprehensive understanding of the determinants, dynamics and impact of violence against women from a feminist intersectional evidence base. • Knowledge of the current family violence service system policy and legislative context. • Demonstrated experience of family violence service delivery with diverse communities.
Technical Skills	<ul style="list-style-type: none"> • Project management skills including the ability to source, analyse and present complex information. • Understanding of MARAM and the Information Sharing Schemes, and their application to the delivery of specialist family violence and other services.

Qualifications

- Relevant tertiary qualification in workforce development, education, public policy, social work or a related discipline and/or equivalent demonstrable experience.

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. Staff are encouraged to undertake related training eg – First Aid training, Fire Warden, etc.

Information about these policies are 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: / /