



Position title	Director, Legal Services
Group	Senior Executive Team
Employment status	Full-time, Ongoing
Salary Range	
Position reports to	Deputy Chief Executive Officer, Djirra
Location	292 Hoddle Street, Abbotsford, Victoria, 3067
Delegation	As per Djirra’s Financial Delegations Policy
Direct reports	Three direct reports across the following directorates – Legal Services, Legal Practice Standards, Legal Monitoring and Evaluation

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

This is a newly created position reporting to the Deputy Chief Executive Officer. You will have three direct reports and be responsible for leading and managing a team of approximately 30 legal practitioners and other professionals in the provision of high quality legal and advocacy services for Djirra.

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 the Senior Executive Team, the Director Legal Services is required to develop and drive strategic and transformational change.

Key accountabilities

- Lead and mentor the Legal Services team and effectively promote a values-based culture of excellence, achievement, respect, continuous learning, and a shared purpose in line with Djirra’s strategic direction.
- Provide leadership and strategic direction and advice to the Chief Executive officer.
- Provide authoritative, clear, timely and practical legal advice on broad range of matters relevant to Djirra’s responsibilities and mandate, and authoritative expert advice on matters of legal significance to Djirra and partnering agencies, including proactively identifying and responding to risks and opportunities.
- Develop authoritative briefs and reports on complex issues relevant to business and operational needs.
- Develop, maintain, and enhance key senior relationships with internal and external stakeholders including but not limited to Government departments and the legal profession to forge and maintain mutually beneficial relationships.
- Represent Djirra at relevant forums and meetings and negotiate and influence senior professional external stakeholders including promoting legislative reform to improve Djirra’s service delivery.
- As a member of Djirra’s Senior Executive Team, collaborate with team members to contribute to Djirra’s strategic direction, including designing and implementing business improvement and efficiency approaches to continuously improve service delivery.
- Develop and manage the Legal Services division operational budget within budgetary guidelines and financial delegations.

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.
- Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community.
- Significant and demonstrated experience in a leadership/senior management role within a complex environment with state-wide or national responsibility.
- Demonstrated extensive knowledge and experience in managing a legal services delivery function.
- Demonstrated capacity to think and respond strategically and innovatively within and outside of the legal context and exercise a high level of judgement.
- Experience in applying legislation in the development of related practices and procedures.
- Excellent interpersonal and communication skills and the ability to produce high quality written and verbal reports.
- Highly developed organisational skills, the ability to work under pressure and manage competing demands.
- Highly developed communication, consultation and negotiation skills, demonstrated at the executive and senior management levels.

Competency

- **Integrity** - Provide proactive 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.
- **Strong Political Acumen** - Demonstrates an understanding of how to operate in an ambiguous environment and know how to make things happen within this context.
- **Leads change** - Initiates and facilitates change that produces better outcomes for Aboriginal women.
- **Drive and commitment** - Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work. Sets high standards and performance for self and others. Enjoys a vigorous and dynamic work environment.
- **Communicates with influence** - Communicates to influence the decisions, actions and perceptions of others and approaches negotiations with a convincing and balanced rationale.



- **Building sustainable partnerships** – Foster effective proactive relationships with key stakeholders (internal, external and national).
- **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.
- **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 display commitment to ongoing personal development.

Qualifications

- Admitted to practise as a Legal Practitioner of the Supreme Court of Victoria or a similar jurisdiction within Australia with ten years post admission experience.
- Hold a current unrestricted practising certificate.

Workplace health and safety

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

The Director, Legal Services 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 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 is contained in Djirra’s Human Resources Policy Manual. This position will require you to travel regionally, interstate and internationally as required.

This position may require you to travel regionally and interstate.

In line with the Victorian government mandate all Djirra workers - including employees, volunteers, contractors, and students on placement - must either:

- be fully vaccinated against COVID-19, or
- hold a completed and signed Australian Immunisation Register medical exemption.

Djirra requires this of anyone who is working remotely or virtually with or for Djirra, as well as those working face to face. This is to ensure we are consistently promoting, supporting, and re-enforcing the importance of vaccination for the communities Djirra works with, and for all our staff.

We require evidence from each person we engage that they meet the requirements.

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: / /

