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| <b>Position title</b>      | Senior Policy Officer  |
| <b>Group</b>               | Strategy   |
| <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>            | Collingwood  |
| <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. 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.
- **Individual Support Services (ISS)** is a program of Djirra which provides culturally safe, trauma informed support to Aboriginal women requiring personalised short or longer term interventions to assist in achieving a safe and stable environment for them and their children. ISS comprises case management with brokerage, face-to-face and phone counselling and an after-hours support line.
- 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.

<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.



| Role purpose   |   |
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| <p>The Senior Policy Officer will contribute to the development of innovative solutions, policy and research that ensures policy and advocacy responses and projects are aligned with Djirra’s strategic priorities.</p> <p>The role reports to the Manager, Policy and Advocacy and works closely with the Director, Strategy. The role has a broad range of stakeholder engagement with government (Local, State and Commonwealth), the Aboriginal community and various funding agencies.</p>   |   |
| Key accountabilities   |   |
| <ul style="list-style-type: none"> <li>• Provide high-quality advice and advocacy on complex and sensitive policy issues and proposals.</li> <li>• Research and prepare speeches, communications and advocacy material.</li> <li>• Research, prepare and review policy reports, submissions and briefings as required for the Chief Executive Officer and Executive Leadership Team.</li> <li>• Liaise, negotiate and collaborate across Djirra and with a broad range of stakeholders on the development and coordination of policy responses.</li> <li>• Represent Djirra on key stakeholder committees and groups and contribute to relevant committee and governance processes.</li> <li>• Ability to work flexibly across Djirra, performing other tasks and contributing to other projects as required.</li> </ul> |   |
| Key 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> <li>• Demonstrated experience in the development of policy and policy responses that affect Aboriginal women and children.</li> <li>• Ability to manage multiple tasks, timelines and priorities in a complex and rapidly changing environment, under limited supervision.</li> <li>• High level written and verbal communication skills with proven experience in the preparation of clear policy papers, presentations, reports and concise briefings.</li> </ul>   |
| <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> - Prepares project briefs, reports, service plans, policy options and recommendations on complex issues which are clear, exhaustive, and 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> </ul> |
| <b>Technical skills</b>  | <ul style="list-style-type: none"> <li>• PC skills, including familiarity with MS suite of tools.</li> </ul>  |
| 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.

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 as required.

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:**

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**Employee Signature:**

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**Date:**   /   /

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**Manager's Name:**

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**Manager's Signature:**

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**Date:**   /   /

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**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:**   /   /