



Position title	Governance Risk and Compliance Officer
Group	Governance Risk and Compliance, Corporate Services Directorate
Employment status	Part-time (0.8) and ongoing
Salary Range	SCHCADS Award Level 5
Position reports to	Governance Risk and Compliance Manager
Location	Collingwood
Delegation	None

Organisation environment

Djirra¹ is an Aboriginal Community Controlled Organisation with over 20 years’ experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women’s strength and resilience. We are committed to a future without family violence.

We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do.

Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women’s resilience.

We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.

Role purpose

This newly created position reports to the Governance Risk & Compliance (GRC) Manager in the Corporate Services Directorate. This role offers a great opportunity to be part of a small team from its establishment, engage across all levels of the organisation, and do diverse, interesting work.

Central in your role will be the provision of a range of governance administration services to the Board and its Committees. You will also support Djirra in managing risk and meeting our compliance obligations.

Success in this role will draw on your strong interpersonal, communication, administration, and organisational skills, along with your knowledge of good corporate governance principles.

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.





Key accountabilities

Governance Administration and Support

Under the direction of the Governance Risk and Compliance Manager

- Organise Board and Committee meetings and events, including invites, venue arrangements and catering.
- Attend to all aspects of the Board and Committee meeting cycle including agendas, action plans, reports and minutes.
- Engage with Board members as delegated.
- Liaise with internal stakeholders in relation to the timely preparation of Board and Committee meeting papers.
- Attend Finance Audit & Risk Management Committee (FARC) meetings and take minutes.
- Ensure the roles and responsibilities of the Board and its Committees are documented, implemented, communicated, reviewed and understood.
- Coordinate Annual General Meetings (AGMs) - and other general meetings as scheduled by the Board.
- Ensure appropriate filing of records to facilitate audits or other reviews.
- Ensure Djirra can meet governance requirements for external, independent accreditation reviews, such as the Community Legal Centres Australia (CLC) National Accreditation Scheme (NAS), Human Services Standards.
- Ensure that Djirra complies with its statutory obligations under any relevant laws and regulations and operates in accordance with its Rules of Incorporation.
- Contribute to systems for the approval, implementation, monitoring and review of policies and procedures.

Compliance & Risk Management

- Implement Djirra's systems for a coordinated approach to reporting on funding agreements.
- Support the implementation of Djirra's compliance program, coordinating and undertaking tasks as delegate.
- Support the implementation of Djirra's risk management program, coordinating and undertaking tasks as delegate.
- Support Djirra's engagement with accreditation audits, coordinating and undertaking tasks as delegated.
- Contribute to development, implementation, maintenance and use of Djirra's compliance program CompliSpace.

Other

- Other duties as reasonably requested by your manager.



Key selection criteria

Professional / Functional Skills

- Familiarity with the not-for-profit sector and/or Aboriginal Community Controlled Organisations and their values.
- Sound knowledge of good corporate governance principles.
- Demonstrated experience with providing high-level secretariat support at Board level (or equivalent).
- Demonstrated ability to identify and resolve complex problems.
- Knowledge and experience with governance frameworks, e.g. risk, policy and compliance.
- High level project management and organisation skills and experience, including the ability to independently plan, prioritise, meet deadlines and drive project and reporting deadlines.
- Strong interpersonal, relationship building and consultation skills including the ability to communicate clearly and sensitively with stakeholders and staff at all levels.

Competency

- Highly developed written communication skills and experience in drafting a range of documentation, including policies, procedures, presentations and reports
- High level analytical skills and problem-solving ability, as well as initiative, flexibility and an outcomes focused approach
- Excellent attention to detail with highly developed organisational and time management skills
- Capacity to work independently and able to work effectively in a team
- Proven ability to assess workload, prioritise activities and meet deadlines in an environment of competing demands, including conduct research under time constraints

Technical Skills

- Advanced computer skills in the use of MS Office packages and databases

Essential

- National Police Check
- Working with Children Check

Qualifications

Desirable

- Relevant tertiary qualifications or significant equivalent 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 e.g. – 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.



Sharing stories, finding solutions



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.

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: / /