



<b>Position title</b>	Senior Policy Officer
<b>Group</b>	Policy and Advocacy
<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 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

Our Policy & Advocacy team is expanding, and an additional Senior Policy Officer is required. This position will contribute to the development of innovative solutions, policy and research that ensures policy and advocacy responses and projects are aligned with Djirra's priorities. 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.

The Senior Policy Officer will provide timely and high-quality advice on complex and sensitive policy issues and proposals.

### Key accountabilities

- Research and prepare speeches, communications, and advocacy material.
- Research, prepare and review policy reports, submissions and briefings as required for the Chief Executive Officer and Executive Leadership Team.
- Liaise, negotiate, and collaborate across Djirra and with a broad range of stakeholders on the development and coordination of policy responses.
- Represent Djirra on key stakeholder committees and groups and contribute to relevant committee and governance processes.

<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.



- Work flexibly across Djirra, performing other tasks and contributing to other projects as required.

### 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.
- Demonstrated experience in the development of policy and policy responses that affect Aboriginal women and children.
- Ability to manage multiple tasks, timelines, and priorities in a complex and rapidly changing environment, under limited supervision.
- High level written and verbal communication skills with proven experience in the preparation of clear policy papers, presentations, reports, and concise briefings.

#### Competency

- Policy Skills – 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.
- Written Communication - 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.
- Verbal Communication – Builds effective relationships with a diverse range of stakeholders and confidently argues complex concepts, negotiating with tact and diplomacy on difficult issues.
- Problem Solving – Develops and evaluates solutions with consideration for likely business impacts, developing contingency plans and ensuring stakeholders are actively engaged in the problem-solving process.
- Stakeholder Management – Manages development and implementation of stakeholder initiatives, creates lasting relationships with stakeholder groups, and partners/ stakeholders to broker shared solutions in new areas.

#### Technical Skills

- PC skills, including familiarity with MS suite of tools.

### Qualifications

- A relevant tertiary qualification is desirable.
- A Working with Children Check Card
- A Police Check

### 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 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.



Sharing stories, finding solutions



### Other important information

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.

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:** / /