



<b>Position title</b>	Director, Strategy (Office of the CEO)
<b>Group</b>	Senior Executive Team
<b>Employment status</b>	Full-time, Ongoing
<b>Salary Range</b>	Negotiable
<b>Position reports to</b>	Deputy Chief Executive Officer
<b>Location</b>	Djirra metropolitan offices
<b>Delegation</b>	Delegations as per Djirra’s Schedule of Delegations
<b>Direct Reports</b>	Five (5) direct reports across the Office of the CEO and Directorate units: Policy & Advocacy, Communications, Business Development & Strategic Partnerships, Strategy & Business Planning, Special Projects, Events.

**Organisation environment**

Djirra 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**

As a member of Djirra’s Senior Executive Team, the Director, Strategy (Office of the CEO) plays a key role in supporting the Chief Executive Officer and Deputy CEO by overseeing the development and implementation of Djirra’s advocacy and communications strategic direction and initiatives, providing strategic and policy advice, developing and executing fund raising and partnership strategies, identifying and managing key stakeholder relationships, ensuring strategic coherence and alignment across the organisation and fostering collaboration across Djirra.

**Key accountabilities**

- Oversee the Office of the CEO and Directorate to develop and implement Djirra's advocacy and communications plans
- Oversee the development of high-level briefings to the CEO to support internal and external meetings (including Board of Directors meetings).
- Oversee the Office of the CEO and Directorate to develop and implement a coordinated annual Djirra Calendar of Events Workplan for the CEO and Djirra.
- Lead the development and organisation wide implementation of Djirra’s long-term Strategic Plan including annual business planning and performance measures that are outcomes focussed.
- Lead successful fund raising and business development strategies and activities that further Djirra's strategic direction and support objectives to achieve financial sustainability.
- Establish and/or oversee the management of special projects which may be identified or required to achieve Djirra’s strategic goals including fee-for-service and social enterprise initiatives
- Lead in the development of a stakeholder management plan to build and maintain strong, collaborative, and productive relationships with key stakeholders at State and Federal Government level, non-government, commercial, philanthropic and community sectors.
- Provide high level authoritative leadership and strategic advice on future planning.
- Represent Djirra at external stakeholder meetings including reference and governance groups.
- Manage and mentor a small team of staff within the Office of the CEO and Directorate.
- As a member of the Senior Executive Team, actively pursue and contribute to the establishment and support of improved ways of working within a cross-functional organisation, including processes and accountabilities.



**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 and the essential requirement to provide organisation-wide culturally safe services, practices and environments.</li> <li>• Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community.</li> <li>• Sound knowledge of the key policy issues and stakeholder positions in relation to family violence against Aboriginal and Torres Strait Islander people and related issues such as child protection and criminal justice issues.</li> <li>• Demonstrated strategic and advocacy leadership experience in a not-for-profit community-based organisation.</li> <li>• A record of achievement in fundraising, income diversification and/or development of key partnerships with government and non-government funders and the philanthropic sector.</li> <li>• A record of achievement at a leadership level in formulating and implementing strategy and policy that has resulted in substantive change.</li> <li>• Demonstrated ability for high-level thinking in developing a vision for the future and translating strategic direction into workable plans.</li> <li>• Outstanding track record in the provision of proactive and timely expert and strategic advice.</li> <li>• Demonstrated application of conceptual, analytical, investigative skills.</li> <li>• Highly developed written and oral communication together with high level consultation and negotiation skills, demonstrated at executive and senior management levels.</li> <li>• Demonstrated record of achievement in managing and mentoring senior staff and establishing collegiate practices that result in a motivated and engaged Directorate.</li> </ul>
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<b>Competency</b>	<ul style="list-style-type: none"> <li>• <b>Integrity</b> - Provide proactive strategic 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.</li> <li>• <b>Building sustainable partnerships</b> – Foster effective proactive relationships with key stakeholders (internal, external).</li> <li>• <b>Executing outcomes through people</b> - 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.</li> <li>• <b>Personal proficiency</b> - Consistently model the Djirra’s values and behaviours, display managerial strength and courage, manage and adjust leadership approaches, manage pressured and stressful situations and take responsibility for ongoing personal development.</li> </ul>
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**Qualifications**

<b>Desirable:</b>	Tertiary qualification in law, Aboriginal affairs, communications, public policy or related fields or equivalent work experience.
<b>Mandatory:</b>	<ul style="list-style-type: none"> <li>• A Working with Children Check Card</li> <li>• A Police Check</li> </ul>

**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 Organisation**

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’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.

<b>Employee Name:</b>		
<b>Employee Signature:</b>		<b>Date:</b> / /
<b>Manager’s Name:</b>		
<b>Manager’s Signature:</b>		<b>Date:</b> / /

**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:** / /