



Position title	Policy and Communications Officer
Group	OCEO
Employment status	1.0 FTE Ongoing
Salary Range	As per SCHCADS Award
Position reports to	Policy Manager
Location	Collingwood
Delegation	Not applicable

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

Reporting to Policy Manager, the role sits within the Office of the CEO Directorate, working within both the Policy and Strategic Communications functions.

Policy (0.5 FTE)

Under the direction of the Manager, Policy the role is responsible for supporting the Policy team with administration, research and briefings that ensure policy and advocacy responses and projects align to Djirra's priorities.

Communications (0.5 FTE)

Directed and supported by the Head of Strategic Communications and alongside the Communications team, you will provide project and functional administration and coordination support, schedule and monitor content, and undertake accurate measurement and reporting of communications activities.

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 / Duties

Communications

- Use tools to evaluate and report on the effectiveness of Djirra's communication strategies, products, and materials, and provide suggestions for enhancing their reach and impact on a continuous basis.
- Assist with coordination of key meetings and events, including supporting the preparation of, and circulation of agendas, talking points, run sheets, minutes, and the scheduling of communication logistics.
- Coordinate and maintain merchandise stock control across Djirra program areas to ensure adequate availability of printed resources and Djirra collateral across all sites.
- Identify opportunities for quality improvement of processes and procedures and maintain appropriate files, records, and data to facilitate, quality service delivery and accountability.
- Support the delivery of small projects and events (including the development of project plans and reports to support progress reporting).
- Administration of the Strategic Communication team's filing system, version control, and distribution lists.

Policy

- Undertake relevant research to inform policy development, law reform and advocacy.
- Research and prepare written materials including reports, briefings, papers and submissions on policy and legislative reform.
- Liaise, negotiate, and collaborate across Djirra and with a broad range of stakeholders on the development of policy responses.
- Administration of Policy's fact files, filing system and data storage.
- Participate in team meetings, organisational meetings, and professional development opportunities.
- Other duties, as required.

Key selection criteria

Professional / Functional Skills

Essential

- Demonstrated knowledge and understanding of Victorian Aboriginal communities.
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations.
- Maturity, flexibility and empathetic to the needs of Aboriginal victims and survivors of family violence, particularly women.
- Demonstrated ability to effectively provide professional, customer service focused administrative support and duties.
- Reliable, friendly and team orientated.
- Demonstrated ability to work independently and as part of a team.

Desirable

- Experience working in a community-based organisation.





	<ul style="list-style-type: none"> • Demonstrated experience in supporting the development of policy and policy responses that affect Aboriginal women and children.
Competency	<ul style="list-style-type: none"> • Self-motivated and capable of working independently • Thrives in a high performing and collaborative work environment with varied duties • Excellent time management skills that demonstrate an ability to prioritise and execute tasks within timeframes. • Effective verbal and written communication with the ability to express thoughts clearly and actively listen to ensure stakeholder requirements are clearly understood. • Highly organised with strong attention to detail, proactive, takes initiative with a results-driven approach • Builds strong relationships and develops an understanding of others to motivate them and confidently address conflict situations.
Technical Skills	<ul style="list-style-type: none"> • Advanced computer skills, including familiarity with MS suite of tools with intermediate or higher MS excel skills, and experience with databases. • Ability to learn new systems, including external portals.

Qualifications

Essential

- A Working with Children Check Card
- A Police Check
- A current driver's licence is essential. Some out-of-hours travel, regular regional travel and/or overnights may be required.
- A minimum of three years' experience in an administration and support role or general communication support.

Desirable

- Experience in an Aboriginal Community Controlled, legal and/or community setting.
- Diploma in business administration, social policy, law or communication (or equivalent qualification)

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.



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.



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

- r Return one copy of completed form and any attachments (e.g., current Organisation Chart) to the employee to keep.
- r Place one copy of completed form and any attachments on the employee's Performance File.
- r Retain original completed form and any attachments on the employee's Personnel File.

Initials: _____

Date: / /