



Position title	Practice and Workforce Development Lead (Sexual Harm)
Group	Corporate Services, People and Culture
Employment status	1.0 FTE (2 years fixed term)
Salary Range	As per SCHCADS Award <i>(if applicable)</i>
Position reports to	Manager, People and Learning
Location	Various (Collingwood, Abbotsford, Melton)
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


The Sexual Harm Practice and Workforce Development Lead will embed and coordinate the implementation, monitoring and reporting of the Sexual Assault Pilot (SAP) as part of the Victims Legal Service Extension Pilot (VLSP) Program. VLSP Program commenced in 2023 and is a project partnered by Victoria Legal Aid, Women’s Legal Services Victoria and Djirra to develop a model to provide free legal advice and support to women who have experienced sexual harm.

The SAP program will develop and deliver a range of activities that will improve Djirra’s support and cultural considerations of Aboriginal women who access our services who have experienced sexual harm / sexual assault and strengthen the responses of legal and non-legal community services understanding.

This position is located in the People and Learning team and reports to the Manager People and Learning as part of the Corporate Services Directorate. The People and Learning team carries out a range of strategic and operational activities. These include managing the Human Resource needs from recruitment through to transition (employee life-cycle), strengthening the employee value proposition and implementing the workforce development strategy including the mapping of skills and knowledge, needs analysis, development and delivery of professional development including coaching, practice development and training. This role

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.





will work closely with program/service areas managers and teams to strengthen frontline and leadership workforce knowledge and skills in understanding the drivers of sexual harm trauma and raising awareness and improving practice responses to disclosure of sexual harm. The role will work closely with managers to deliver this program in accordance with the funders and Djirra's expectations and to represent Djirra in the external SAP working group and with external stakeholders.

Key accountabilities

Strategy

Working with the Manager People and Learning:

- Contribute to the design, development, and implementation of Djirra's SAP as part of the VLSP.
- Collaborate with the Legal Services,, Individual Supports Services and Community Engagement Teams to ensure the SAP and VLSP approaches are consistent and appropriately applied.
- Contribute to the ongoing design and implementation of the Workforce Development Strategy and Capability Framework.
- Provide specialist sexual violence practice advice to inform workforce and practice development.
- Collaborate with the Policy and Advocacy team to ensure learnings from practice inform policy development and structural advocacy activities.
- Develop and maintain strategic relationships with a range of external organisations, including Aboriginal Community Controlled Organisations, Specialist Family and Sexual Violence Services, relevant peak bodies and key government agencies.
- Represent Djirra through a range of governance and Community of Practice mechanisms with both Aboriginal Community Controlled Organisations and government agencies as required.

In practice

- Design and implement Djirra's Sexual Assault Program model including secondary consultation framework, practice guidance materials, documentation, and data collection.
- Support all Djirra staff to appropriately respond to disclosures of sexual harm.
- Provide sexual harm practice leadership across Djirra's program areas.
- In collaboration with the Learning and Workforce Development Lead and Practice and Workforce Development Lead, undertake training needs analysis and develop training plans specific to individual Djirra teams.
- Design, deliver, and maintain interactive and accessible in-person and e-learning training materials that support ongoing learning needs.
- Develop and deliver practice training that articulates unique Aboriginal ways of doing and learning that can be rolled out to both Djirra staff and external stakeholders.
- Ensure training builds capability and compliance of Djirra staff in relevant frameworks such as the Child Information Sharing Scheme, MARAM and DSS regulations.
- Work with the HR Administrator and contribute to the logistics that support scheduling training, coordinating external trainers and vendors, tracking attendance and completion reports.
- Work with the Program Design and Effectiveness team to develop and implement tools to measure:
 - the effectiveness of practice development initiatives including feedback from participants and trainers to inform continuous improvement of learning experiences.
 - the impact of practice development initiatives through the Professional Development and Review process and Capabilities Framework.

Professional Development

- Ensure sexual harm capability is included in professional development for all staff with varying capability.
- Embed sexual harm capability building in induction processes and ongoing training opportunities.

Systems, Processes and Reporting

- Prepare reports for Managers, Senior Executive Team, Board and other stakeholders.
- In consultation with the Manager People and Learning, develop relevant policies and procedures to meet organisational needs.

- Represent Djirra on relevant SAP and VLS governance mechanisms.
- Lead reporting obligations associated with SAP and Workforce Development funding to acquit Djirra’s funding obligations with relevant government agencies including the Department of Justice and Community Safety.
- Develop internal process, procedures and documentation to support the SAP.

Key selection criteria

Professional / Functional Skills	<ul style="list-style-type: none"> • Experience working within the sexual assault or specialist family violence sectors. • Demonstrate experience or knowledge of working with Aboriginal communities, individuals and organisations in a culturally safe way. Excellent written and verbal communication skills. • Proven ability to develop and maintain positive, long-term relationships with key internal and external stakeholders. • Demonstrate experience in designing, delivery and evaluating learning and development programs, preferably in a community focused organisation.
Competency	<ul style="list-style-type: none"> • Demonstrate knowledge and understanding of the current sexual assault and family violence service system policy and legislative context. • Project management skills including the ability to source, analyse and present complex information. • Ability to establish relationships with diverse stakeholders, develops effective stakeholder orientated responses and negotiates consensus across stakeholders when required. • Demonstrated experience in facilitating groups and delivering training. • Experience in project management, managing competing priorities and deadlines through good time management in a self-organised and methodical manner. • Able to work flexibly, independently and take initiative.
Technical Skills	<ul style="list-style-type: none"> • Advanced PC skills, including strong familiarity with MS suite of tools (including Word, Excel and Outlook) • Experience in developing visual resources is desirable. • Please note this role may require travel to other Djirra offices to facilitate training in Victoria, therefore a driver licence would be desirable.

Qualifications

- A relevant tertiary qualification in social work, workforce development, education and training or a related discipline, or equivalent demonstrable 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 eg – 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.

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 employees, volunteers and students on placement - must either:

- be fully vaccinated against COVID-19, or
- hold a completed and signed Australian Immunisation Register medical exemption.

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: / /