

Position title	Manager, Office of the CEO
Group	Strategy and Office of the CEO
Employment status	Full time – ongoing
Classification	Salaried
Position reports to	Director, Strategy and Office of the CEO
Location	Various (Abbotsford, Melton and other Djirra's offices)
Delegation	As per the delegation processes

Organisation environment

Djirra is an Aboriginal Community Controlled Organisation with over 20 years' experience supporting 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 Manager, Office of the CEO (OCEO) is a pivotal leadership role responsible for providing high-level strategic advice and coordination to the Chief Executive Officer and Senior Executive Team. The role ensures the effective functioning of the Office of the CEO by coordination and prioritising the CEO's external engagement and advocacy efforts. This role is responsible for leading all the processes in the CEO's office to enable informed, timely, and impactful decision-making by CEO or delegates.

As a strategic partner and conduit within the organisation, the Manager oversees the flow of critical information, prepares influential briefings and reports with the team, manages CEO correspondence and ensures that Djirra's voice is effectively represented across advocacy, policy reform, and sector leadership. The role actively supports the CEO in horizon scanning, identifying risks and opportunities, and shaping responses that position Djirra at the forefront of policy and systems change.

A key responsibility of the Manager is managing stakeholder engagement to ensure the CEO are well supported to cultivate and maintain trusted connections with government (Local, State, and Commonwealth), peak bodies, funding partners and Aboriginal Controlled Organisations. Through this, the role strengthens Djirra's influence and visibility, ensuring that Aboriginal voices are central to decision-making processes and policy conversations.

This role will ensure alignment across all the functions under the Office of CEO and work collaboratively across other teams across the DSOCEO to ensure the CEO's requirements are met. By coordinating cross-organisational initiatives and supporting the Senior Executive Team in implementing collaborative strategies, the Manager contributes to advancing systemic reform and delivering outcomes that profoundly improve the lives of Aboriginal women across Victoria.



The role requires a balance of strategic insight, political acumen, and operational leadership, ensuring that Djirra continues to act with integrity, innovation, and influence in pursuit of justice, self-determination, and lasting change.

Key accountabilities

CEO Office & Strategic Advice and Correspondence

- Provide high-level strategic advice to the CEO on emerging issues, risks, opportunities, and organisational priorities.
- Ensure Djirra's advocacy, programs, and policy work remain aligned with organisational strategy, vision, and long-term goals.
- Contribute to governance processes, including the preparation of CEO briefings, Board papers, government submissions, and reporting.
- Maintain a strategic outlook, monitoring government policy shifts, sector developments, and broader social trends that may impact Djirra's work.
- Oversee the coordination of all correspondence between the CEO, the Office of the CEO, and external stakeholders, ensuring professional, consistent, and culturally respectful communications.
- Manage the flow of information to and from the CEO to support timely decision-making and ensure consistent messaging that reflects Djirra's values.
- Act as a trusted advisor and key liaison for the CEO in engagement with government, funders, and community stakeholders.

Policy & Advocacy Leadership

- Lead the Policy and Advocacy function, ensuring the development and delivery of high-quality, evidence-based policy, research, and advocacy initiatives.
- Provide timely, strategic advice on complex and sensitive policy matters, legislative reform, and advocacy priorities to position Djirra as a sector leader.
- Ensure all policy and advocacy initiatives are evidence-informed, culturally safe, and responsive to the lived realities and priorities of Aboriginal women and their communities.
- Work with Senior Executive Team to shape Djirra's policy platform and influence sector-wide reform agendas.

Stakeholder Engagement & Relationships

- Build and maintain strong, trust-based relationships with Aboriginal communities, governments (Local, State, and Commonwealth), sector partners, and funders.
- Ensure coordination and resourcing of all external engagement by the CEO.
- Lead processes to ensure seamless flow of information and strengthening of corporate knowledge management.
- Foster collaboration and alignment across internal teams, ensuring cross-organisational initiatives are well-coordinated and strategically impactful.

People Leadership & Management

- Lead, mentor, and empower a team, embedding a culture of accountability, innovation, and cultural respect.
- Drive coordination between the Office of the CEO and other functions across the DSCEO to ensure cohesive operations and alignment with organisational priorities.
- Support staff wellbeing and professional growth through structured development, coaching, and performance management.
- Role-model Djirra's values and commitment to cultural safety, equity, and integrity in all aspects of leadership and decision-making.



Key selection criteria	
Professional / Functional Skills	• Demonstrated strategic leadership and communication skills, with extensive recent experience in policy development, advocacy, and managing high-level correspondence for the CEO. • Demonstrated management experience leading a senior team of policy and advocacy experts. • Strong people and relationship management capabilities, building trust with governments, funders, and Aboriginal communities, grounded in deep understanding of the impacts of family violence on Aboriginal women and children. • Exceptional written and verbal communication skills, with the ability to prepare briefings, reports, correspondence and strategic papers for CEO. • Ability to manage multiple priorities in a complex, fast-paced environment, exercising sound judgment and diplomacy. • Excellent relationship management skills, with the ability to build and sustain trust with governments, funders, and Aboriginal community stakeholders. • Extensive knowledge and understanding of the Victorian Aboriginal community, particularly the impacts of family violence on Aboriginal women and their children.
Competency	• Advanced skills in policy analysis, development, and evaluation, with the ability to interpret legislation, regulatory frameworks, and government policy directions. • Experience in research and data interpretation to support evidence-based policy and advocacy initiatives. • Strong ability to prepare government submissions and correspondence and advocacy briefs. • High-level capability in preparing Board papers, ministerial briefings, and executive reports that are clear, accurate, and strategically positioned. • Knowledge of governance frameworks, compliance reporting, and performance monitoring. • Ability to manage sensitive and confidential information with discretion. • Highly organised and process driven.
Technical Skills	• PC skills, including familiarity with MS suite of tools
Qualifications	
• Tertiary qualification in law, Aboriginal affairs, governance, public policy, or a related field (or equivalent experience). • Experience in the family violence, legal, or community sectors, and/or Aboriginal Affairs.	
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.

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 in Djirra's Human Resources Policy Manual.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description

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: / /