

Position title	Policy Officer
Group	Strategy and Office of the CEO
Employment status	Full time, ongoing
Salary Range	As per SCHCADS Award
Position reports to	Team Leader – Policy and Advocacy
Location	Abbotsford
Delegation	No direct reports

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

Working in a small team, the Policy Officer reports to the Team Leader – Policy and Advocacy. The Policy Officer is responsible for supporting the team with research, the development of policy positions, summary reports, inquiries and submissions, and innovative solutions that ensure policy responses and projects are aligned to Djirra's priorities. The Policy Officer also plays a key role in supporting the development and maintenance of a knowledge library for Djirra to ensure message consistency across the organisation.

Key accountabilities

- High level written and communication skills with proven experience in supporting the development of policy positions and advocacy that aims to improve law and justice outcomes for Aboriginal victims/survivors of family violence and sexual assault.
- Undertake relevant research to inform policy development, law reform and advocacy.
- Support the development of a law reform agenda and strategies for advocacy.
- Ability to manage multiple tasks, timelines, and priorities in a complex and rapidly changing environment, supervised by the Team Leader, Policy and Advocacy.
- Liaise, negotiate, and collaborate across Djirra and with a broad range of stakeholders on the development of policy positioning and responses.
- Provide support to the CEO and management on key stakeholder committees and groups and contribute to relevant committee and governance processes.

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 selection criteria	
Professional / Functional Skills	Essential • Demonstrated knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impacts of violence on Aboriginal women. • Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community. • Demonstrated experience in supporting the development of policy and policy responses that affect Aboriginal women and children.
Competency	• Policy Skills – Demonstrated policy development, research and review, formulation, and implementation skills based on good organisational knowledge and understanding of current issues. • Written Communication – Contributes to and prepares project briefs, reports, speeches, submissions, 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. • Personal proficiency - Consistently model the Djirra's values and behaviours, display strength and courage, manage, and adjust leadership approaches, manage pressured and stressful situations and display commitment to ongoing personal development. • Respect - Values others and respects difference.
Technical Skills	• PC skills, including familiarity with MS suite of tools.
Qualifications	
Essential • A Victorian employee Working with Children Check • A Police Check Desirable • Relevant tertiary qualifications are desirable.	
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 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

- ☐ 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: / /