

Position title	Senior Policy Lead, Legal
Group	Strategy & OCEO
Employment status	Fulltime, ongoing (4 days will be considered)
Salary Range	As per SCHCADS Award <i>(if applicable)</i>
Position reports to	Team Leader, Policy & Advocacy
Location	North Co or another Djirra office
Delegation	There are no direct reports or financial delegation associated with this role.

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

This role will be responsible for leading complex policy analysis and development, providing high-level strategic advice on legislative reforms, and driving initiatives that shape Djirra's policy agenda on issues impacting Aboriginal and Torres Strait Islander women and children. The role will aim to influence decision-making at senior levels and contribute to systemic change through the development of evidence-based policy positions and advocacy strategies.

Key accountabilities

Provide high level legal and policy analysis on complex and sensitive matters, identifying emerging issues, risks, and opportunities that shape Djirra's strategic positioning.

Lead the development of evidence-based, solutions-focused reports, submissions, and strategic briefings on legislative reform and systemic change, ensuring they influence senior decision-makers across government and the sector.

Engage and collaborate with internal teams, other Aboriginal Community Controlled Organisations (ACCO's), and sector stakeholders to co-design and drive policy, strategy, and reform initiatives that achieve systemic impact.

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.

Deliver considered and influential advice to the CEO and the Senior Executive Team, and the Board (where necessary) on legislative, policy, and system reform issues, shaping organisational priorities and advocacy approaches.

Maintain and apply expert knowledge of justice, human rights, and anti-discrimination developments in both Australian and international contexts, positioning Djirra as a sector leader.

Build, strengthen, and leverage high-level relationships with State and Federal Governments, Ministers, and peak Aboriginal and Torres Strait Islander organisations to ensure Djirra's priorities are advanced in reform agendas.

Work collaborative within the team to support all deliverables of the Policy and Advocacy team as requested by the line manager.

Key selection criteria

Professional / Functional Skills

- Demonstrated extensive knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women.
- Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community.
- Proven capacity to deliver high level legal and policy advice, including the critical analysis of complex operational, legislative and regulatory issues, with the ability to interpret legislation and develop strategic, evidence-based solutions succinctly.
- Advanced project management expertise, with demonstrated ability to lead multiple priorities in high-pressure environments, ensuring outcomes are delivered within scope, timeframes and Djirra's objectives.
- Highly developed written and verbal communication skills, with the ability to influence, negotiate and convey complex concepts clearly.
- Collaborate with a broad range of stakeholders across Djirra's to ensure Aboriginal women's experiences are front and centre of policy development and advocacy asks

Competency

Legal and Policy Expertise

Demonstrated capacity to provide high level legal and policy advice, critically analyse complex operational, legislative and regulatory issues, and interpret legislation to develop strategic, evidence-based solutions that inform decision-making and sector reform.

Project Leadership

Advanced project management capability whilst balancing competing priorities (sometimes under pressure) to achieve outcomes aligned with Djirra's strategy and objectives.

Communication and Influence

Highly developed written and verbal communication skills, with the ability to engage, influence and negotiate with a wide range of audiences including government, partners and stakeholders, and to present complex ideas with clarity and authority

Technical Skills

- Knowledge of and/or experience of social policy or associated fields and/or knowledge of law.
- Experience in legal, strategic and/or policy roles, preferably directly related to improving law and justice outcomes and increasing access to culturally appropriate legal and associated services for Aboriginal and Torres Strait Islander victim/survivors of family violence and sexual assault.

Qualifications

A relevant tertiary qualification in a related field is highly desirable.

Mandatory:

- A Working with Children Check Card (Employee)
- A National Police Check

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: / /