



Victorian Aboriginal Community Services Association Ltd.

JOB DESCRIPTION

Position	Aboriginal Justice Caucus Executive Officer/Team Leader
Location	496 High Street, Northcote, 3070
Hours	1 FTE - 37.5 hrs per week
Classification Award	Community Development Worker – L6
Contract Period	Fixed term - 12 months
Reports to	Chief Executive Officer
Supervision	Deputy Chief Executive Officer
Travel	State-wide travel is a requirement of the position
Application closing date	5:00PM 5 th March, 2021
Contact	Pam Aplin, Deputy Chief Executive Officer - 03 9416 4266 or pam.aplin@vacsal.org.au.

Our Organisation

The Victorian Aboriginal Community Services Association Limited (VACSAL) is the recognised state-wide Peak Advisory body on Aboriginal Community issues. VACSAL is a community based, community-controlled organisation, comprising representatives from Aboriginal organisations across the State. As well as having an advisory role, VACSAL delivers and manages a range of critical community services across Victoria.

VACSAL plays an integral role in the development of programs aimed at strengthening family, culture and resilience in today's contemporary society. We have a recognised reputation for delivery of programs that support; Homeless Aboriginal young people, Youth Justice, Family violence, Family Services as well as a range of educational programs across Victoria.

The Aboriginal Justice Agreement (AJA) vision is for an Aboriginal community living free from racism and discrimination, enjoying the same access to human, civil and legal rights, and experiencing the same justice outcomes through a justice system free of inequalities.

The Aboriginal Justice Caucus (Caucus) is the conduit between the Aboriginal community and the justice system, and to provide leadership, advocacy and drive continuous change to address the drivers of offending, and influence and negotiate system and programmatic reform to the criminal justice system. The Caucus comprises the nine Chairs of the Regional Aboriginal Justice Advisory Committees (RAJACs) and key representatives of the Aboriginal non-government organisations that are members of the Aboriginal Justice Forum (AJF).

Each member of the Caucus participates as a member of the AJF in their own right either as a RAJAC Chairperson or as an organisational representative bringing the issues of legal services, education, vulnerable young people, family violence and health to the AJF. In addition to these individual roles, the Caucus also brings collective positions for consideration of the AJF and contributes to the development of government policy.

The Caucus believes that Aboriginal people can build stronger communities through informed advocacy. One way that Aboriginal people will be able to build stronger communities is by advocating from a knowledge base that increases community awareness of the social issues and potential responses available to communities to tackle local and state-wide issues.

The Caucus provides a voice that is independent of government and is imperative for Aboriginal people to achieve self-determination and self-management.

Position Summary

The Caucus Executive Officer/Team Leader leads the Caucus Secretariat Team to provide strategic advice and administrative support to Caucus members, and is critical to the effective participation of Caucus members in the activities of the AJA and the AJF. The Executive Officer/Team Leader ensures the Caucus is well briefed to effectively advocate on priority policies and reforms, and emerging justice issues impacting the Aboriginal community, as well as managing strategic government and non-government stakeholder relationships. This role also provides additional support to the Caucus Co-chairs to oversee state-wide activities and track state-wide progress on actions and initiatives.

The Executive Officer/Team Leader is responsible for the day to day supervision of the Caucus Policy Officer and Administrative Officer positions and supports the Deputy Chief Executive Officer (DCEO) to manage the team's workload and performance.

Duties

Executive Officer Duties
<ul style="list-style-type: none">• Provide the Caucus with executive level support in preparation for all meetings, engagements, and initiatives
<ul style="list-style-type: none">• Coordinate Caucus members attendance, preparation and administrative requirements to participate on the AJF
<ul style="list-style-type: none">• Provide the Caucus with high level strategic policy advice on Aboriginal justice matters and relevant government policy reform
<ul style="list-style-type: none">• Provide executive support to the Caucus Co-chairs to track progress on actions arising from the AJF, Caucus meetings, priority initiatives and emerging issues across Victoria
<ul style="list-style-type: none">• Support the Caucus to develop strategic stakeholder networks, through identifying and facilitating ongoing engagement opportunities with government and other stakeholders.
<ul style="list-style-type: none">• Develop and implement the Caucus stakeholder engagement plan and communication plan in partnership with the Caucus Co-chairs
<ul style="list-style-type: none">• Provide executive support and high-level advice to Caucus members in managing public relations activities, and oversee the development and dissemination of media releases and formal communications
<ul style="list-style-type: none">• Coordinate secretariat support for all Caucus meetings including agenda and information paper preparation, minutes, and actions in accordance with required timelines
<ul style="list-style-type: none">• Act as the primary liaison between the Koori Justice Unit, AJF Secretariat and the Caucus and work in partnership to ensure Caucus input into AJF business
<ul style="list-style-type: none">• Support VACSAL to acquit output requirements as detailed in the Caucus Secretariat funding agreement with the Department of Justice and Community Safety (DJCS)

Team Leader Duties
<ul style="list-style-type: none">• Manage the day to day operations of the Caucus Secretariat Team including policy development, stakeholder and event management, secretariat functions and administration
<ul style="list-style-type: none">• Oversee implementation of the Caucus Secretariat Team annual workplan, and workplan for each secretariat role, in consultation with the Deputy CEO
<ul style="list-style-type: none">• Identify and develop capability building and professional development opportunities for the Caucus Secretariat Team members
<ul style="list-style-type: none">• Support the Deputy CEO to manage Caucus Secretariat Team members performance
<ul style="list-style-type: none">• Support Caucus Secretariat Team members to engage with community activities such as VACSAL NAIDOC events and network/partnership meetings
<ul style="list-style-type: none">• Develop and disseminate program reporting and data collection that capture secretariat activities and Caucus initiatives to inform Caucus and assist in acquittal of the Caucus Secretariate funding agreement with DJCS

Key Selection Criteria

- demonstrated knowledge, understanding and connection to Aboriginal culture, society and the Victorian Aboriginal community
- knowledge of the AJA and relevant policies
- demonstrated secretariat experience
- demonstrated policy experience
- demonstrated experience in managing a team and working independently
- understanding of government and non-government sectors, particularly the justice and family violence sectors, and demonstrated experience in providing strategic advice to stakeholders
- well-developed policy, research, analytical and project management skills
- well-developed written and verbal communication skills, and
- diploma level or higher in community services or related field as a minimum qualification and experience in community development or related discipline is highly desirable.

Other Relevant Information

- after hours work may be required
- the position will be based in the Northcote. State-wide travel is a requirement of the role and a vehicle is available for work related travel. The successful applicant must hold a current Victorian driver's license
- the successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment, unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

Checklist

All applications for this position must include the following:

1. A cover letter outlining why the applicant believes that he/she would be suitable for this position
2. A Curriculum Vitae outlining relevant qualifications and employment history, and a minimum of three referees
3. A response to each Key Selection Criteria. Each response should be no more than 250 words, and
4. All successful applicants will be required to provide evidence of a current **Working with Children Check** and a **National Police Check**.

Applications must be marked **Private & Confidential** and addressed to:

Linda Bamblett
Chief Executive Officer
Victorian Aboriginal Community Services Association Limited
496 High Street
Northcote, VIC 3070
or
Email: hr@vacsal.org.au