

Victorian Aboriginal Community Services Association Ltd.



JOB DESCRIPTION

Position	Aboriginal Justice Caucus Executive Officer
Location	496 High Street, Northcote, 3070
Hours	1 FTE - 37.5 hrs per week
Classification Award	Community Development Worker – L7
Contract Period	Fixed term - 12 months
Reports to	Chief Executive Officer
Supervision	Senior Program Manager – Community Services
Travel	State-wide travel is a requirement of the position
Application closing date	24 th December, 2021
Contact	Georgia Bamblett, Senior Program Manager- Community Services - 03 9416 4266 or georgia.bamblett@vacsal.org.au

About the Victorian Aboriginal Community Services Association Limited

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.

About the Aboriginal Justice Agreement

The Aboriginal Justice Agreement (AJA) is a formal agreement between the Victorian Government and the Victorian Aboriginal community. The AJA vision is *"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"*.

About the Aboriginal Justice Caucus

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 in the AJF individually and as a collective to address justice related issues and influence the development of government policy, programs and investment. The Caucus believes Aboriginal people can build stronger communities by advocating from a knowledge base that increases community awareness of social and justice issues and provides a voice, independent of government, that is grounded in self-determination and self-management,

About the Aboriginal Justice Caucus Secretariat

The Aboriginal Justice Caucus Secretariat (the Secretariat) provides administrative, policy and strategic advice to Caucus.

This work includes secretariat and logistical functions to ensure Caucus members are well briefed in preparation to attend three AJFs per annum along with other regular and ad-hoc governance and oversight mechanisms associated with the AJA. In addition to the AJF, the Secretariat supports Caucus members to participate in a wide range of work such as Collaborative Working Groups, policy, strategy and program advisory committees and meetings with Ministers and senior Victorian Government agency representatives.

The Secretariat is also responsible for communication and coordination of Caucus business to avoid duplication and foster efficient use of Caucus members' time and resources.

About the Caucus Executive Officer Position

The Caucus Executive Officer leads the Secretariat Team and provides day to day supervision of the Policy Officer and Administrative Officer which includes coordination of workload and performance management.

The Caucus Executive Officer is responsible for ensuring Caucus receive high quality logistical, administrative and policy support in a timely and organised manner. The functions of the Secretariat are critical the coordination of effective engagement between Caucus and government partners through the provision of well researched and relevant information that is independent of government.

The Caucus Executive Officer works directly to the Caucus Co-chairs to ensure they are well supported in their roles.

Duties

Operational:

- prepare for all meetings, engagements, and initiatives in line with the roles and responsibilities summary
- coordinate Caucus members attendance at the AJF (includes logistical support, briefing materials and strategic advice)
- coordinate Caucus members attendance at Collaborative Working Groups and other advisory groups and committees as needed (includes logistical support, briefing materials and strategic advice)
- coordinate secretariat support for all Caucus meetings (includes agenda and information paper preparation, minutes, and actions in accordance with required timelines)
- track and progress Caucus actions arising from the AJF, Caucus meetings, and other governance/oversight committees
- identify and provide timely briefing materials regarding emerging issues
- high level strategic policy advice on Aboriginal justice matters and relevant government policy reform
- support the Caucus to develop strategic stakeholder networks, through identifying and facilitating ongoing engagement opportunities with government and other stakeholders
- develop and maintain the Caucus communication and stakeholder engagement plans ensure streamlined and efficient stakeholder engagement with Caucus
- co-ordinate public relations activities, and oversee the development and dissemination of media releases and formal communication
- develop and maintain the Caucus annual strategic plan.
- develop and maintain the Caucus Terms of Reference
- 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

Management:

- supervise performance of the Secretariat Team members
- identify and develop capability building and professional development opportunities for the Caucus Secretariat Team member
- develop and maintain data collection tools that demonstrate the Secretariat performance and deliverables
- support VACSAL to acquit output requirements as detailed in the Caucus Secretariat funding agreement with the Department of Justice and Community Safety (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 and 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 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:

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

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