

Position Description



Position Title	Koori Strategic Advisor
Position Number	CC0363
Job Grade	VPS Grade 6
Employment Status	Full-time, Fixed-term for 6 months
Position Reports To	Jo Rainford, Acting CEO, County Court of Victoria
Location	County Court, 250 William Street, Melbourne
Position Contact	Carla Scafì carla.scafì@courts.vic.gov.au

Role Context

The County Court of Victoria (CCV) is Victoria's principal trial court that hears and determines criminal, common law and commercial matters. Within this operational environment, the Court is committed to improving outcomes for First Peoples through culturally safe and responsive practices, in line with the principles of self-determination and objectives of the Aboriginal Justice Agreement.

The Koori Strategic Advisor plays a key operational role in embedding First Peoples cultural perspectives into the Court's day-to-day practices and long-term strategic planning.

Reporting directly to the CEO, the Koori Strategic Advisor is a key member of the CCV's Executive Leadership Team, ensuring that First Peoples perspectives are reflected in high level decision-making, strategic planning and court governance.

The role also contributes at a system-wide level through membership in Court Services Victoria's Koori Leadership Group, providing a vital link between CCV and broader First Peoples justice initiatives across the Courts Group.

As part of CCV's broader commitment to self-determination, the Koori Strategic Advisor ensures that operational decisions and service delivery embed a self-determined approach and promote equitable access to justice for First Peoples.

Court Services Victoria (CSV) has a firm commitment to increase participation of First Peoples across our workforce. Through our commitment to diversity and equality, we are actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported.

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply. Confirmation of Aboriginality must be supplied when applying for this role.

Role Purpose

The Koori Strategic Advisor is responsible for developing and implementing integrated and tailored responses that embed principles of self-determination, cultural safety, equity and inclusion for First Peoples. This role plays a key part in shaping policy, practice and organisational culture by embedding First Peoples perspectives across all levels of CCV.

The role is responsible for supporting the development and delivery of First Peoples self-determination initiatives across CCV. This includes funded proposals under the Aboriginal Justice Agreement, implementation of CCV's Self-Determination Plan, facilitating engagement with key stakeholders, and supporting the delivery of high-level, timely and strategic policy and program advice on First Peoples matters

The Koori Strategic Advisor also provides advice and support to the Judiciary, CCV Executive and other key stakeholders on emerging issues relating to First Peoples interactions with the judicial system.

Through strong leadership, cultural expertise and community engagement the Koori Strategic Advisor ensures CCV delivers on its commitment to the Aboriginal Justice Agreement and improves justice outcomes for First Peoples in Victoria. The role requires a high level of autonomy and knowledge of the Victorian Aboriginal Community.

Key Accountabilities

- Provide high-level, accurate, timely and strategic policy and program advice and support to the CEO, Board of Management, Executive Leadership Team and other internal stakeholders including developing policy positions for a range of portfolio areas relevant to County Court.
- Provide strong stakeholder engagement, management and communications by proactively building and sustaining strong relationships with key personnel across CCV directorates and court stakeholders, CSV and other First Peoples programs, Elders and Respected Persons, government departments, key Koori organisations and the Victorian Koori community.
- Identify, develop and deliver strategic cultural change and initiatives through a combination of stakeholder engagement, collaboration, and advocacy.
- Drive the development and implementation of County Court Aboriginal Justice Agreement (AJA) projects and initiatives, including analysing and monitoring the effectiveness of these.
- Build, establish and manage strategic partnerships with state government departments, First Peoples organisations, Victorian Aboriginal communities, other jurisdictions, Court Services Victoria to advocate for County Koori Court and County Court Koori initiatives.
- Partner with a range of internal and external stakeholders to advance the Court's agenda in relation to equity, diversity, access, and inclusion for First Peoples.
- Undertake extensive data and information collection, analysis, and appropriate assessment of the Court's First Peoples programs and projects and associated change initiative/s to identify requirements and gaps relating to the scope of work.

- Identify areas of opportunity within CCV, collaborate on and contribute to development of broader organisational strategies, culture, policies and other initiatives and drive business transformation projects to improve policies and procedures across the division.

Key Selection Criteria	
Technical Expertise	<ul style="list-style-type: none"> • Sound understanding of self-determination and its application within an organisation. An understanding of its application within the courts is highly desirable • Strong knowledge of, and experience in working with First Peoples communities, including Victorian Aboriginal Communities • Demonstrates sound governance, particularly related to Victorian Aboriginal governance and frameworks • Demonstrated knowledge and proven experience in the development and implementation of complex strategic initiatives is essential • Strong stakeholder management skills with the ability to facilitate constructive engagement processes and gain cooperation amongst diverse and complex stakeholders with competing interests. • Knowledge of the Victorian Justice system, particularly related to First Peoples justice, solution focused courts, and therapeutic jurisprudence • Experience with development of business cases and funding submissions
Knowledge and Skills	<ul style="list-style-type: none"> • Written Communication - develop business plans, policy framework, program development documents, and briefs on highly complex issues for senior management demonstrating a high level of knowledge and expertise in the program area and providing expert analysis. • Influence and Negotiation - moves senior stakeholders in new directions using strong negotiation techniques in contentious situations to settle differences and achieve program outcomes. • Problem Solving - addresses complex organisational problems through development of far-reaching strategic approaches and responses, assessing multiple variables and consulting widely to broker solutions and encourage joint ownership. • Project Management - leads and manages large-scale projects and develops new project initiatives, addressing issues strategically and delegating effectively to ensure project success. • Stakeholder Management - creates effective structures to manage stakeholders and negotiates with and influences diverse stakeholder groups on highly complex issues in order to secure long-term gains for the area and/ or stakeholders. • Service Excellence - conceptualises and implements strategic, organisational service delivery frameworks and plans, addressing systemic issues effectively and providing and meeting the long-term needs of stakeholders.

Personal Qualities	<ul style="list-style-type: none"> • Conceptual and Analytical Ability - uses conceptual thinking and sound analytical approaches to support decision making in the work area. • Creativity and Innovation - designs and implements new or cutting-edge programs and processes, and develops new insights into situations, applying innovative solutions to make improvements in the work area. • Detail Focus - undertakes finely detailed work in a precise and accurate manner. • Drive and Commitment - demonstrates commitment to the objectives of the work area and the organisation and shows considerable drive and effort in achieving work targets. • Integrity - instils mutual trust and confidence and behaves in a fair and ethical manner towards others, demonstrating a sense of corporate responsibility and a commitment to public service. • Team Work - cooperate effectively with the team and work collaboratively to achieve work plan and goals.
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Qualifications
<p>Relevant law and policy development qualifications is highly desirable or equivalent experience is required.</p>

Important Information
<p>The salary range for this position is set out in Schedule C of the Victorian Public Service Enterprise Agreement 2020</p> <p>The appointment will be governed by the Public Administration Act 2004.</p> <p>County Court employees are required to abide by the Code of Conduct for Victorian Public Sector Employees 2015.</p> <p>The County Court is committed to minimising its environmental impact and requires all staff to reduce resource use such as paper and electricity where possible.</p> <p>Working at the County Court can be both rewarding and meaningful, and for some it may be the start to a fulfilling career. We also know that it can be a difficult and confronting environment. Our employees may be regularly exposed to a range of challenging experiences, images, and materials. This includes, for many of our employees, interacting with and/or witnessing persons who are in a highly emotional and distressed state, hearing or reading confronting materials, and bearing witness to potentially traumatic events.</p> <p>The environment can challenge employees in ways where the impact is not necessarily evident immediately but can accumulate over time. With this in mind, the County Court takes very seriously its obligation to take all reasonable measures to create a psychologically safe workplace. Whilst we</p>

cannot eliminate the exposures to our employees, we can and do put services, programs, and strategies in place to help mitigate the psychological impact of the exposures.

However, as an employee of our Court there is a requirement for staff to proactively manage their psychological health. Employees are expected to be aware of their environment and take reasonable measures to maintain their health and wellbeing including by accessing proactive, early intervention and responsive programs and services.

Employees are supported with this by being provided with the necessary training, plus ongoing guidance, and support. We aim to build a thriving workforce and we share the responsibility to make that happen.

All appointments to the County Court are subject to reference checks and criminal record checks. Some positions may also be subject to a medical check.

The County Court embraces diversity amongst its staff and strongly encourages suitably qualified people from all cultural backgrounds to apply.

About the County Court

The County Court of Victoria is established pursuant to the *County Court Act 1958*. It has original and appellate jurisdiction and is the principal trial court in the State of Victoria. The Court hears over 12,000 criminal, common law and commercial cases each year. The County Court has unlimited monetary jurisdiction in common law and commercial matters. In its criminal jurisdiction, the Court hears all indictable offences except treason, murder and related offences.

There are a total of 80 Judges of the Court and over 200 staff, including judicial support staff. The County Court regularly conducts circuit sittings at 12 circuit courts situated in major centres throughout regional Victoria.

The County Court is committed to continuous improvement in accordance with the International Framework for Court Excellence.

The Court's vision is to be a leader in court excellence, delivering the highest standard of justice to the community and inspiring public confidence in the rule of law.

Employee Obligations

Occupational Health and Safety

County Court of Victoria is committed to providing and maintaining a working environment which is safe and without risk to the health of its judiciary, employees, court users and contractors. Achieving this aim is the responsibility of us all.

Respect in the Workplace

Employees of the County Court of Victoria must show respect for other employees, the judiciary and members of the public by treating them fairly and objectively and ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying.