



activities, resource development, language documentation, translation, training and language advocacy.

- **YolŃu Radio and Multimedia** – broadcasts to YolŃu communities and homelands. We create a range of creative media products and activities that celebrate YolŃu identity and strength and provide access to crucial information and stories in people’s first languages.
- **Cultural Competency Training** – developed to meet high demand for accessible and practical training for organisations and individuals working in East Arnhem Land, with ARDS offering a range of training formats to suit different organisational and personal learning needs.

Our approach is founded upon genuine and in-depth learning between Balanda and YolŃu worldviews and incorporates a contemporary understanding of culturally competent practice. By combining this skilled cross-cultural practice with adept language work, ARDS is able to effectively facilitate meaningful communication across cultures.

Over more than 50 years, ARDS has developed a strong reputation with government and private sector partners and enjoys broad community support amongst YolŃu in North-East Arnhem Land.

### **About the Law & Justice Work**

ARDS commenced its dispute resolution work in 2021, with the program growing significantly since that time. The work operates within YolŃu structures of gurrutu (kinship) and rom (law) to maximise the ability of YolŃu families and communities to take leadership in resolving conflict and shaping justice outcomes.

The work recognises that mainstream institutions and legal and justice systems impede the ability for YolŃu people and families to resolve conflict. ARDS’ Law & Justice team works alongside communities and institutions to support greater recognition, understanding, and autonomy of long-held YolŃu-led approaches to justice and dispute resolution.

ARDS’ Law & Justice work spans all communities in Northeast Arnhem Land, and includes:

- YolŃu-led mediation and dispute resolution
- Community peacemaking
- Restorative conferencing (victim/offender or family conferencing)
- Youth justice and diversion programs

- Process & systems advocacy (often in court or legal settings)
- Support for the Ramingining Law and Justice group.

Referrals to the Law & Justice Team may arise direct through Yolŋu families and communities, through formal court processes, informally through community and stakeholder connections, or through partnerships with agencies such as North Australian Aboriginal Justice Agency (NAAJA), Legal Aid NT, Top End Women's Legal Service, NT Government Departments, the Community Justice Centre (CJC), and others.

### About the Role

The Law & Justice Manager is responsible for the strategic and operational leadership of ARDS' Law & Justice programs, including the successful delivery of funded projects and the mentorship and support of a team of Yolŋu and Balanda staff. The Yolŋu word we use at ARDS to describe a manager is Djägamirr, which means caretaker. The role truly encompasses the concept of a caretaker, whether that be in relation to staff needs, budgets, contractual responsibilities, or implementing the Board's strategic plan.

The Law & Justice Manager reports to the CEO and is part of the ARDS senior leadership team.

The Law & Justice Manager works in partnership with a Co-Yolŋu Manager who provides cultural authority, guidance and support in the facilitation of peacemaking, conflict resolution and mediation work. The Yolŋu Manager co-leads the team alongside the Law & Justice Manager.

The role coordinates and supports a growing team of approximately 15 staff, in addition to numerous casual workers with peacemaking expertise. The Manager is responsible for supporting staff to undertake work that is suitable, meaningful and engaging, supervising project activities, ensuring compliance with funding and reporting requirements, supporting high-quality service delivery across complex legal and policy settings, contributing to strategic planning, role modelling best practice in line with the Board's expectations for cultural competency, and supporting staff wellbeing, professional development and training opportunities.

### Position responsibilities

#### 1. Staff management

Provide culturally strong, relational and effective leadership to the Law & Justice team alongside Yolŋu Co-Djägamirr, including:



- Planning & direction: Supervise and support staff to deliver work that is meaningful, in line with project goals, and responsive to community needs
- Day-to-day supervision: Provide regular check ins and reflective supervision to staff
- Administrative support: Approval of timesheets and leave for staff, and support staff to be aware of, understand, and follow ARDS policies and procedures
- Performance Management: Ensure direct reports meet the expectations of their role and address any issues identified.
- Communication & culture: Foster a positive culture of two-way learning, reflective practice, and collaboration across the team.
- Recruitment & onboarding: Identify recruitment needs and lead recruitment of new staff members with support from ARDS' Corporate Services team.
- Learning & development: Support professional development of team members, including through training opportunities, mentorship and supervision .

## 2. Project management

Provide strategic and operational oversight of ARDS' Law & Justice projects, including:

- Strategic Planning: Contribute to strategic planning and program development of the Law & Justice team.
- Project Oversight: Support project leads to ensure projects are delivered in line with funding agreements, budgets and reporting obligations.
- Stakeholder Relationships: Maintain and develop strong working relationships with Yolŋu community members, partner organisations, legal services, government agencies and other stakeholders.
- Monitoring & Evaluation: Support high quality monitoring, evaluation and learning practices across the team.
- ARDS Methodology: Ensure ARDS methodology and two-way learning principles are prioritised and embedded in day-to-day practice.

## 3. Casework and project delivery

Where required:

- Case work: Manage a case load of dispute resolution matters, including mediation, restorative conferencing, diversion, or process & systems advocacy matters.
- Complex case management: Contribute specialist dispute resolution and legal systems advice, supervision, and cross-cultural expertise to complex matters.

#### 4. Grants and funding

In collaboration with the Corporate Services Manager and other staff:

- **Funding opportunities:** Identify funding opportunities relevant to ARDS' Law & Justice work and prepare project proposals and grant applications, including by ensuring that this work centers Yolŋu ways of engaging in mediation, peacemaking and conflict resolution.
- **Budgeting and grant management:** Support project leads to successfully manage grant requirements (reporting, acquittals and other compliance requirements), including by ensuring the work operates within budget, with income and funding sufficient to meet operational expenditure.

#### 5. Organisational leadership

Contribute as a member of the ARDS senior leadership team, including:

- Represent ARDS in meetings, forums and community settings .
- Contribute to organisational planning, policy development and strategic direction .
- Supporting culturally strong and relational ways-of-working across all teams at ARDS.

### Candidate requirements

To perform this role effectively, the successful candidate will demonstrate the following experience, knowledge, qualifications and skills.

#### Knowledge

- Demonstrated commitment to working respectfully and effectively with Aboriginal people, and an ability to articulate appreciation of other cultures, languages and worldviews.
- Demonstrated knowledge of NT and Australian Government policy directions, initiatives and programs relating to Indigenous Australians, and an ability to respond to policy settings.
- Demonstrated knowledge of NT criminal, domestic violence and other related laws, including experience in courtroom settings or as a practicing solicitor with a client file load.

- Demonstrated knowledge of the environment in which services are funded and delivered in remote NT communities, the ways in which Indigenous people interact with services and associated barriers.

### Experience

- A minimum of four years' experience as a lawyer, working in the areas of criminal law, domestic, family and sexual violence, human rights law, or a similarly related area.
- A minimum of two years' experience applying culturally competent communication skills (ideally in Northeast Arnhem Land).
- Demonstrated project management experience, including project and funding application design; high-level stakeholder engagement; preparing oral and written reports; experience meeting timelines and managing project budgets.
- Demonstrated experience planning and delivering projects in close and meaningful collaboration with Indigenous colleagues and stakeholders.
- Demonstrated experience leading a culturally diverse team (ideally in Northeast Arnhem Land).

### Qualifications

- Tertiary qualifications in relevant fields are preferred but not required where candidates have equivalent professional experience in a directly relevant field.
- National mediator accreditation, or willingness and ability to obtain mediation accreditation in accordance with the Australian Mediator and Dispute Resolution Standards (AMDRAS) soon after joining ARDS (funded by ARDS).

### Skills & Abilities

- Demonstrated ability to build and sustain positive and respectful cross-cultural relationships.
- Demonstrated understanding of Yolŋu (or another) culture and worldview.
- Commitment to learn how to speak, understand and write Yolŋu Matha.
- High-level organisational and project management skills, with the ability to plan, prioritise and coordinate multiple complex projects.
- Demonstrated ability to support staff learning and growth in the areas of law and justice and contemporary community development methodologies.

Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.

