



Position Description

POSITION DETAILS	
Position Title:	Koori Workforce and Engagement Coordinator
Position Number:	DJ7056
Jurisdiction/Business Area:	CSV Corporate
Unit/Branch:	Dhumba Murmur Djerring Unit
Classification/Grade:	VPS-5
Employment Status:	Ongoing, Full-time
Position Reports To:	Director, Koori Employment and Partnerships
Location:	181 William Street, Melbourne
Position Contact:	Lynne Yates, Director, Koori Employment and Partnerships Email: Lynne.Yates@courts.vic.gov.au
This is a Designated role: Only Aboriginal or Torres Strait Islander applicants are eligible to apply as per the Equal Opportunity Act 2010.	

ORGANISATIONAL ENVIRONMENT
Court Services Victoria (CSV) was established as an independent statutory body corporate to provide administrative and expert support to Victoria's system of self-administered courts. CSV provides corporate support services to the Supreme Court, the County Court, the Magistrate's Court, the Children's Court, the Coroner's Court, the Victorian Civil and Administrative Tribunal, the Judicial College of Victoria, and the Judicial Commission of Victoria. These entities and CSV are collectively known as 'Courts Group'. Courts Group's purpose is the public and independent exercise of judicial power, and it creates value for Victoria primarily by hearing and determining matters. CSV's purpose is to ensure that Courts Group is independent, sustainably resourced, and supported to deliver justice and safeguard Victorians' trust in the rule of law. CSV is a unique organisation within the Victorian public sector. It was established to enable Courts Group as a system of self-administered courts. Courts Group is led principally by Courts Council, which is comprised of each Head of Jurisdiction.

ORGANISATIONAL VALUES
Courts Group staff are required to demonstrate their commitment to: The public sector values: responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Workplace behaviours: behaviours that reflect our values, including honesty, and respect for others, while consistently upholding the highest standards of professionalism and integrity. Diversity and inclusion: We are dedicated to fostering diversity and equal opportunity in the workplace. If you are from a diverse background, are an Aboriginal or Torres Strait Islander applicant, or if you have a disability/condition, and require advice and support with the recruitment process, please contact the position contact (listed above). For further information, please visit https://courts.vic.gov.au/.

JURISDICTION INFORMATION
CSV Corporate Court Services Victoria provides corporate services and facilities to support the performance of the judicial, quasi-judicial and administrative functions of Victoria's courts and tribunal, Judicial College and Judicial Commission. Collectively, Victoria's Supreme, County, Magistrates', Children's, and Coroners courts, the Victorian Civil and Administrative Tribunal (VCAT), the Judicial College of Victoria, the Judicial Commission of Victoria, and Court Services Victoria (CSV) are referred to as the 'Courts Group'. Our people enable the Courts Group to deliver on each jurisdiction's own strategic priorities while also pursuing strategic opportunities that are interconnected and deliver benefits more broadly.

TEAM PURPOSE

The Dhumba Murmuk Djerring Unit (DMDU) was established to provide strategic and cultural support across courts and VCAT, coinciding with the establishment of the Koori Court. The DMDU continues to ensure that responsive and up-to-date advice and information are available to Koori Staff, Community and all users accessing the courts and VCAT. Collaborating with all jurisdictions, the Unit coordinates the strategic development and delivery of the Victorian Koori justice policies and programs and coordinates the Courts Group wide responses to requests from the Aboriginal Justice Forum (AJF).

The DMDU also provides policy advice in response to the Aboriginal Justice Agreement and secretariat support to the Courts Koori Committee. The Unit also holds an important role within the governance structures of CSV, regularly reporting to sub-committees of, and Courts Council on the CSV and jurisdictional progress of the delivery of Koori projects, initiatives and policies

ROLE PURPOSE

The Koori Workforce and Engagement Coordinator is responsible for coordinating the recruitment, engagement and pre appointment training of Elders and Respected Persons across Victoria, ensuring a culturally safe, consistent and effective approach that supports the ongoing operation of the Koori Courts and related Courts Group programs. The role serves as a key point of connection between Elders and Respected Persons, Koori Court teams, the Courts Koori Staff Network and other stakeholders, fostering strong relationships and supporting meaningful participation across the justice system.

Working within the DMDU, the position contributes to the development of resources, training, workforce initiatives and support mechanisms that strengthen the capability, engagement and experience of Elders and Respected Persons and the broader Koori workforce. The role also supports continuous improvement initiatives that align with CSV's commitment to cultural safety, self-determination and better justice outcomes for Aboriginal and Torres Strait Islander communities.

This role is primarily office-based and requires regular in-person attendance, with some flexibility to work in a hybrid arrangement as agreed and aligned with business needs. Occasional travel across Victoria, including overnight stays, may be required.

ACCOUNTABILITIES

- Drive workforce and program activities to support organisational objectives and service delivery outcomes.
- Oversee monitoring, reporting and administrative activities, identifying risks and opportunities to improve services and workforce outcomes.
- Lead stakeholder engagement to build relationships, resolve issues and support effective and culturally responsive service delivery.
- Coordinate and lead the recruitment and pre appointment training of Elders and Respected Persons to support the operation of Koori Courts and related programs.
- Build and maintain effective relationships with Elders, Respected Persons and community stakeholders to support participation and engagement across Koori Court programs.
- Develop and coordinate delivery of workforce resources and initiatives that strengthen capability, cultural safety and positive outcomes for Aboriginal and Torres Strait Islander staff and communities.
- Keep accurate and complete records of your work activities in accordance with legislative requirements and the organisation's records, information security and privacy policies and requirements.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the organisation's occupational health and safety (OHS) policies and procedures.
- Demonstrate how the actions and outcomes of this role and work unit impact the organisation's ability to deliver, or facilitate the delivery of, effective support and services.
- Undertake other tasks as reasonably requested in line with the role.

KEY SELECTION CRITERIA	
Capabilities	Level Descriptor
Policy Design and Development (Accomplished)	Formulates and communicates public policy options and recommendations; Develops a clear narrative for the policies and business cases including clear problem definition and objectives; Considers impact of policy to strategic plans, community needs, complementing programs and policies across the service.
Critical Thinking and Problem Solving (Accomplished)	Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
Interpersonal Skills (Applied)	Sees things from another's point of view and confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference
Self-Awareness (Accomplished)	Coaches others to improve level of self awareness. Leverages emotional intelligence to create a safe space for sensitive conversations which leads to increased level of people engagement.

Behaviours	
Service Excellence Committed to delivering quality outcomes and services.	- Upholds high standards - Focused on meeting commitments - Dedicated to improving outcomes for clients, stakeholders and the work of courts and jurisdictions - Ensures services deliver public value
Courage Always acts in the best interests of CSV and the jurisdiction concerned	- Provides objective, frank and fearless advice within the organisation - Challenges inappropriate behaviours - Constructively challenges existing paradigms in pursuit of organisational growth and development
Integrity Principled, and focused on honesty, transparency, objectivity and fairness	- Consistently acts in accordance with the values of the public sector - Makes ethical decisions - Reports suspected misconduct, fraud and corruption - Identifies, declares and manages real or perceived conflicts of interest - Actively works to maintain public trust and confidence in Victorian Courts and Tribunals
Respect Values others and respects difference	- Values diversity - Embraces a broad range of social, cultural customs values and beliefs - Inclusive and welcoming - Treats others fairly and equitably - Values and acknowledges the work and efforts of colleagues

Specialist Expertise

- Strong understanding of Koori culture, community perspectives and the issues impacting Aboriginal and Torres Strait Islander peoples, particularly within the justice system.
- Ability to build respectful relationships and communicate effectively with First Peoples communities, stakeholders and employees.
- Demonstrated knowledge and experience supporting workforce initiatives, including recruitment, onboarding, learning and development, and employee engagement.

Qualifications

- A relevant tertiary qualification in Human Resources or a related discipline would be desirable.
- A valid driver's licence is required.

OTHER INFORMATION

Court Services Victoria (CSV) is committed to creating a safe, respectful, and supportive workplace for everyone. We care about the physical and mental health of our staff, follow our legal responsibilities, and actively promote wellbeing.

Working within every jurisdiction can be both meaningful and rewarding. At times, though, some roles may involve dealing with sensitive or challenging information. We understand this can be difficult, and we provide a range of support services and resources to help staff manage these situations and look after their wellbeing.

Employees of CSV must comply with the Code of Conduct for Victorian Public Sector Employees, CSV policies and procedures, including CSV professional standards of behaviour.

The salary range for this position is set out in Schedule C of the Victorian Public Service Enterprise Agreement 2024. Please refer to the Department of Treasury and Finance website (www.dtf.vic.gov.au).

As part of our commitment to a safe and respectful workplace, we conduct pre-employment checks for each appointment.

Appointments to CSV are subject to satisfactory pre-employment checks which may include:

- Satisfactory reference checks
- Nationally coordinated criminal history check (police checks)
- Misconduct screening
- Verification that you hold the qualifications that are necessary for your role
- Entitlement to work in Australia check
- Working with children check (where required)
- Verification of the declarable associations form (where applicable)

These checks are handled confidentially and with care and are a standard part of our hiring process to ensure the right fit for both our candidates and the organisation.

CSV is committed to creating a culturally safe, respectful, and inclusive workplace that champions diversity.

We strive to make our recruitment process welcoming and inclusive by listening, understanding, and respecting diverse cultural needs. Through the work of our Koori Employment and Cultural Strategy team, we amplify Indigenous voices, promote meaningful participation, and uphold cultural autonomy.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply for these opportunities.

We encourage people from all backgrounds to apply, women, LGBTQIA+ community members, people with disabilities, and those from culturally diverse communities.

If you require adjustments to the recruitment and selection process or require an alternative format to any of the application material, please don't hesitate to get in touch with the Talent Acquisition team via emailing Careers@courts.vic.gov.au.

Please visit CSV website for important information on Jurisdictions and business areas within CSV; Privacy – how we use your information; Health and safety. Employees of CSV have access to a range of employment benefits and conditions, these include attractive salaries, flexible leave arrangements and training and development opportunities.

Please refer to the www.careers.vic.gov.au website for further information.