DIRECTOR POSITION DESCRIPTION

Position Title	Director, National Sector Strengthening
Portfolio/Team	National Sector Strengthening, Coalition of Peaks Policy and Secretariat
Reports to	Executive Director
Location	This position is primarily office-based at Level 4, East Building, 2 Constitution Avenue, Canberra City ACT 2601. Travel to other parts of Australia may be required from time to time.
Positions that report to this role	Up to four
Pre-employment requirements	Working with Vulnerable People Clearance and Police Check

THE ORGANISATION

The Coalition of Peaks is a growing collective of more than 80 Aboriginal and Torres Strait Islander community-controlled peak organisations and members working in genuine partnership with Australian governments to implement the National Agreement on Closing the Gap.

Our work is ambitious, seeking to fundamentally reshape the way governments engage with Aboriginal and Torres Strait Islander people – shifting from top-down decision-making to formal partnerships, community-led design, and shared accountability.

At the heart of our work is the belief that Aboriginal and Torres Strait Islander people must be equal partners with government when deciding on policies and programs that affect their lives. The National Agreement sets out four Priority Reforms to drive this systemic change – embedding shared decision-making, strengthening the community-controlled sector, transforming government institutions, and improving access to culturally safe services.

The Coalition of Peaks Policy and Secretariat provides critical support, offering high-level strategic policy advice to our Members, driving communications and stakeholder engagement, and enabling strong coordination and accountability across all facets of the National Agreement's implementation.

This is a dynamic time to be part of the Coalition of Peaks Policy and Secretariat team. We are supporting our Members to build something enduring – a new way of working that reflects the strength, leadership, and aspirations of our communities.

THE ROLE

The National Sector Strengthening Team works closely with Coalition of Peaks members to provide high level support in the management of sector strengthening activities in line with National Agreement on Closing the Gap.

The Director, National Sector Strengthening, manages a small team to develop, support and guide the implementation of sector strengthening plans, develop sector resources and guidance, deliver

sector auspicing support, and build and maintain information sharing mechanisms to strengthen Coalition of Peaks members organisations.

Within the Coalition of Peaks Policy and Secretariat, Directors collaborate closely with each other and with the Executive Director as part of the leadership team, actively engaging with a diverse range of stakeholders including Coalition of Peaks Members and Australian governments.

Key Duties

The main duties include, but are not limited to:

- Providing strategic oversight and guidance to Peaks Members in the management of existing sector strengthening plans, including monitoring, evaluating, and reporting on their implementation.
- Providing strategic leadership on the development of new sector strengthening plans, in collaboration with Peaks Members, as identified in the Closing the Gap Implementation Plan.
- Leading information sharing activities such as gatherings, communities of practice and resource hubs to share knowledge, tools and facilitate learning towards increased service delivery, coverage and capacity for Aboriginal and Torres Strait Islander community-controlled organisations.
- Overseeing the development of guidance materials for Peaks Members relevant to their sector strengthening plan.
- Lead the provision of sector auspicing support to help members develop and grow their resources and capabilities.
- Liaising with Australian governments on behalf of the Coalition of Peaks to advance the objectives of our members.
- Leading and providing strategic oversight of projects and initiatives to drive government implementation of the National Agreement on Closing the Gap and that Aboriginal and Torres Strait Islander peoples are prioritised in government policies, strategies and frameworks.
- Providing strategic leadership in supporting the Lead Convenor, Deputy Lead Convenors and other Coalition of Peaks members to progress the sector strengthening objectives.
- Establishing and maintaining ongoing relationships with key partners, stakeholders and Peaks Member Organisations.
- Representing the Peaks Secretariat and/or Peaks members at external meetings and forums, effectively advocating and communicating their views, priorities, and strategic interests as required.
- Providing leadership and supervision to team members to foster positive team cohesion, management, and motivation.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Performing other duties as requested to support organisational objectives, consistent with the position.

SELECTION CRITERIA

- A minimum of 7 years of policy, research and/or advocacy experience.
- Highly developed cultural acumen, including a deep understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities.
- Demonstrated understanding of the National Agreement on Closing the Gap and its implementation.
- Extensive experience providing high quality, evidence-based, strategic policy advice and analysis to influence decision-making and/or drive policy reform.
- Demonstrated experience engaging effectively with Aboriginal and Torres Strait Islander people, leaders and communities within a policy context.
- Demonstrated people management skills including the ability to lead a small team in a complex and changing environment.
- Demonstrated ability to establish and maintain effective and collaborative partnerships with senior leaders across both internal and external settings.
- Excellent written and verbal communication skills including being able to communicate complex information clearly and simply to a range of audiences.
- Demonstrated sound judgement in decision-making in complex policy environments.
- Demonstrated high level of integrity, personal drive, and the ability to work creatively and collaboratively as a team leader and member.

VALUES, BEHAVIOURS AND CAPABILITIES

Job Specific Capabilities

- Strategic, creative thinker with strong analytical skills
- Collaborative and respectful team member
- Strong attention to detail and follow-through
- Open, honest, and culturally safe communicator
- Self-motivated, organised, and outcomes-focused
- Calm under pressure and adaptable in dynamic environments

Cultural Acumen

All staff are expected to continuously develop their cultural knowledge and embed culturally safe practices, with a commitment to the principles of self-determination, truth-telling and community control.

Leadership

All Coalition of Peaks staff are expected to demonstrate leadership through their behaviour, decisions and relationships, and uphold our shared vision for a future led by Aboriginal and Torres Strait Islander people, in partnership with governments.