



<b>Position title</b>	Executive Officer, National FVPLS Forum Secretariat (c/o Djirra)
<b>Group</b>	
<b>Employment status</b>	1.0 FTE ; Fixed term to 30 June 2021
<b>Salary Range</b>	As per SCHCADS Award
<b>Position reports to</b>	Reports to Director Policy and Engagement Directly advises and supports the elected National FVPLS Forum Chairperson and Deputy Co-Chairs
<b>Location</b>	292 Hoddle Street, Abbotsford, Victoria, 3067 with some remote work required due to COVID-19
<b>Delegation</b>	
	Please note: Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply

### Organisation environment

The National Family Violence Prevention and Legal Services Forum (National FVPLS Forum) was formally established in May 2012. It is the national peak body for the fourteen Family Violence Prevention Legal Services (FVPLSs) around Australia. FVPLSs are Aboriginal and Torres Strait Islander community controlled organisations providing culturally safe legal and non-legal services for Aboriginal and Torres Strait Islander people at risk or experiencing family violence. Member services include:

- Aboriginal Family Law Service Western Australia (Perth HO, Broome, Carnarvon, Kununnura, Geraldton, Kalgoorlie, Port Hedland)
- Aboriginal Family Legal Service Southern Queensland (Roma)
- Binaal Billa Family Violence Prevention Legal Service (Forbes)
- Central Australian Aboriginal Family Legal Unit (Alice Springs HO, Tennant Creek)
- Djirra (Melbourne HO, Mildura, Gippsland, Barwon South West)
- Family Violence Legal Service Aboriginal Corporation (Port Augusta HO, Ceduna, Pt Lincoln)
- Many Rivers Family Violence Prevention Legal Service (Kempsey)
- Marninwarntikura Family Violence Prevention Unit WA (Fitzroy Crossing)
- Ngaanyatjarra Pitjantjatjara Yankunytjatjara Women's Council Domestic and Family Violence Service (Alice Springs, NPY Tri-state Region)
- North Australian Aboriginal Family Legal Service (Darwin, Katherine)
- Queensland Indigenous Family Violence Legal Service (Cairns HO, Townsville, Rockhampton, Mount Isa, Brisbane)
- Southern Aboriginal Corporation Family Violence Prevention Legal Service (Albany, WA)
- Thiyama-li Family Violence Service Inc. NSW (Moree HO, Bourke, Walgett)
- Warra-Warra Family Violence Prevention Legal Service (Broken Hill)

The goal of the Forum is to work in collaboration across Family Violence Prevention Legal Services (FVPLSs) and increase access to justice for Aboriginal and Torres Strait Islander victim/survivors of family violence. The Forum provides advice and input to Government and ensures a unified FVPLS response to addressing family violence against Aboriginal and Torres Strait Islander people.

### Role purpose

Working within the Charter of the National FVPLS Forum, and under the guidance of the Director, Policy and Engagement, provides policy, advocacy and secretariat support to the National Chairperson and National FVPLS Forum Members, including

- Coordinate and facilitate communication, information sharing and relationship building between FVPLS units;
- Coordinate Forum meetings, including actioning resolutions and other general activities
- Develop policy positions that identify areas of FVPLS work in need of reform and make recommendations for change;



- Engage with key stakeholders including through participation in activities and national meetings that will benefit and promote National Forum positions;
- Develop the Secretariat work plan, and regularly provide progress reports to the National Forum
- Provide advice and input to Government on issues relevant to the FVPLS program and its operation;
- Support and enhance the capacity of FVPLSs to provide high quality services that deliver results for clients and communities
- Report to Government as required, and oversee the National Secretariat budget.

## Key accountabilities

### Chairperson Support

Ensure the National Chairperson and Deputy Co-Chairs have access to Secretariat support as and when required.

### Forum Administration

At the direction of the National Chairperson, coordinate Forum Member meetings, working groups, and other meetings and activities to support the networking/collaboration of National Forum Members and others as required

Support the National Chairperson and Deputy Co-Chairs with administrative functions as required, including correspondence, preparation and dissemination of materials

Respond to National Forum Members' requests and enquiries and support the induction of new FVPLS CEOs/Coordinators in relation to the role of the National Forum and National Forum activities

### Policy and Advocacy

Support the National Forum, and the National Chairperson, in its policy and advocacy work, including in the drafting of policy submissions, media releases, speeches and other related work

### Representations and Promotion

Represent the National Forum at forums, meetings and as otherwise directed by the National Chairperson

As appropriate, promote awareness of the National Forum and its role

Undertake travel as required, including for meetings and visits to FVPLS member organisations

### Management Coordination and Planning

Coordinate the activities of the National Secretariat, including capacity building and sector development activities, to ensure the effective operation of the National Secretariat.

Manage Secretariat staff, Forum projects and grant programs.

Develop and solicit Forum members' approval of the Secretariat work plan, and regularly provide progress reports to the National Forum

Contribute to prioritisation of activities, communication and collaboration within the Policy and Engagement Team

### Funding and Accountability

Report to Government as required by funding agreements

Oversee and report on the National secretariat budget.

### Improvement

Implement and execute best effective practice methodologies and service delivery strategies.

Promote and implement a proactive continuous improvement culture.

### Occupational Health and Safety, and Equal Opportunity

Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.

Proactively report on opportunities for improved health and safety.

Comply with equal opportunity policy, procedures and requirements, and undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.



**Decision Making Authority**

All decision making within scope of responsibilities and budget allocations

Recognise when to involve / escalate to Director Policy and Engagement or National FVPLS Forum Chairperson.

**Key Interactions**

**Internal:** CEO Djirra, Director Policy and Engagement, Policy and Engagement Team members, senior managers, and other employees

**External:** Forum members, Commonwealth Ministers and other politicians, commonwealth government agencies, Community organisations. Consultants, media.

**Key selection criteria**

**Professional / Functional Skills**

**Essential:**

Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations.

Experience in organising meetings and providing a secretariat function, including minute taking, record management, providing member support and other related tasks.

Experience in strategic and/or policy roles, preferably directly related to improving law and justice outcomes and increasing access to culturally appropriate legal and associated services for Aboriginal and Torres Strait Islander victims/survivors of family violence and sexual assault.

Sound knowledge of the key policy issues and stakeholder positions in relation to family violence against Aboriginal and Torres Strait Islander people in the National sphere, or demonstrated capacity to acquire that knowledge.

Willingness to travel.

You will be required to complete a satisfactory Australian Criminal History Check and an Employee Working With Children Check (in Victoria).

**Competency**

Strong conceptual, analytical and investigative skills and capacity to think and plan strategically.

Good skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all stakeholders.

Strong judgement of political processes and opportunities.

Excellent written and verbal communication skills.

Strong team organisation and time management skills.

**Technical Skills**

Intermediate PC skills, including strong familiarity with MS suite of tools.

**Qualifications**

**Essential:** At least an undergraduate qualification (degree course) in a relevant discipline.

**Desirable:** A Master degree in a relevant discipline.

**Workplace health and safety**

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.

Information about these policies are contained in Djirra’s Human Resources Policy Manual.

**We are a Child Safe Organisations**





Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working With Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

#### Other important information

Djirra employees and volunteers are required to act in accordance with Djirra's values and behaviours of:

- Respect for people and culture
- trust
- integrity
- resilience; and
- empowerment

Djirra's employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies are contained in Djirra's Human Resources Policy Manual.



### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

**Employee Name:**

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**Employee Signature:**

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**Date:**    /    /

**Manager's Name:**

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**Manager's Signature:**

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**Date:**    /    /

### HR CHECKLIST

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee's Performance File.
- Retain original completed form and any attachments on the employee's Personnel File.

**Initials:** \_\_\_\_\_

**Date:**    /    /