Executive Officer, Aboriginal Community Justice Panels

***This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010.***

***This employment opportunity is only available to Australian Aboriginal and Torres Strait Islander people.***

At **Victorian Aboriginal Legal Service (VALS)**, we are committed to providing culturally appropriate legal services, advocacy, and support to Aboriginal and Torres Strait Islander peoples across Victoria. Our mission is to ensure that Aboriginal communities have access to the justice system, are treated with dignity and respect, and have their rights upheld.

**What We Do:**

* Provide free legal services to Aboriginal people across criminal, family, and civil matters
* Offer culturally sensitive advice, support, and representation
* Advocate for social justice, equality, and the protection of Aboriginal rights
* Work to reduce the over-representation of Aboriginal people in the criminal justice system
* Engage in policy development and systemic advocacy for positive change

**When you work at VALS, you can access range of our benefits such as:**

* Only 35 hours work week – any extra hours worked will be calculated as Time In Lieu (TOIL) and can be used as additional leave hours
* Get paid more when you take your annual leave with our 17.5% Annual Leave Loading
* Access additional 5 days leave on top of the standard 20 days annual leave allowance
* Access to company vehicles for any work-related trips
* Salary packaging of up to $15,900+ per FBT available via Maxxia

To learn more about us, head to <https://www.vals.org.au/about-vals/> | For more details about our other roles, check our careers website: <https://www.vals.org.au/careers/>

**About the Role**

***Salary Offering:***

*SCHADS 7 plus 11.5% Superannuation*

*This role is full-time fixed term for 12 months.*

***Location:***

*Position will be based at our Preston office*

***About the Aboriginal Community Justice Panels (ACJP):***

The ACJP operates 24 hours a day, seven days a week, with a largely volunteer workforce that provides timely access to cultural, legal and practical support for Aboriginal people in police custody. The core service is to maximise the safety and welfare of Aboriginal people in custody by

* Being the first point of contact by Victoria Police when an Aboriginal person is taken into custody
* Visits while in custody
* Liaising with legal and welfare agencies to support them while in custody
* Pick-up and drop offs to a safe location upon release
* Working with Victoria Police and other agencies on appropriate diversionary programs

The key goals of the service include reducing recidivism, enhancing community safety and fostering stronger relationships between Aboriginal communities and the state-wide justice system.

***Role Overview:***

As the Executive Officer of the Aboriginal Community Justice Panels, you will support the Chairperson and execute the strategic plan of the Aboriginal Community Justice Panels.

You will also provide support to the design and implementation of a professional service model across three pilot sites: Shepparton, Mildura and Bendigo, ensuring funding obligations are met and be guided by the membership of the Aboriginal Community Justice Panels.

You are expected to lead high quality secretariat support of the ACJPS, develop high-quality research, engage in tender writing, relevant analysis, and written and oral advice and stakeholder engagement to support ACJP’s work.

***Key Responsibilities:***

Secretariat Role

* Provide high quality secretariat support to the Aboriginal Community Justice Panels Chairperson including:
  + Preparing meeting papers
  + Scheduling meetings
  + Engaging with, and coordinating attendance of members
  + Preparing speaking notes for the Chairperson or other members as required
  + Liaising with stakeholders as required
* Develop workplans to support the strategic direction of the Aboriginal Community Justice Panels
* support the design and implement a professional service model across three pilot sites: Shepparton, Mildura and Bendigo
* ensure funding obligations are met
* Provide regular reporting to the VALS Board as required

Policy, Research and Advocacy

* Develop policy and advocacy papers, positions and strategies that align with the ACJP’s strategic direction and priorities.
* Undertake high quality and informed research to inform policy and advocacy positions.
* Present policy, research and position papers to internal and external stakeholders as required.
* Develop funding submissions and tenders as required

Stakeholder Engagement

* Support the ACJP Chairperson to engage with the Victorian government and any stakeholder committees as required.
* Develop a communication strategy to support implementation of ACJP’s strategic direction.
* Lead the secretariat to undertake positive, meaningful and continuous engagement from ACJP volunteers and stakeholders.

Internal VALS Obligations

* Commitment to VALS’s Strategic Plan where it is in alignment with the ACJP Strategic Plan
* Attend and actively contribute at team and working group meetings
* Provide mentoring and support to other members of the team
* Undertake other duties & responsibilities within the scope of the role as directed

**Key Selection Criteria**

***Essential***

* Demonstrated understanding of the role of the Aboriginal Community Justice Panels
* Demonstrated knowledge of the Royal Commission into Aboriginal Deaths in Custody and the Legal System.
* Ability to work with Aboriginal and Torres Strait Islander peoples in a culturally safe manner and acknowledge their diverse backgrounds, personalities and varying needs and the unique cultural ways in which they may be expressed.
* Demonstrated high quality policy and analytical skills.
* Demonstrated project management and secretariat skills.
* Demonstrated high quality relationship-building and stakeholder engagement skills including in effectively engaging community members in policy and/or advocacy development.
* Demonstrated ability to supervise, lead and coordinate a team.
* Ability to work autonomously and to collaborate in a small team environment.
* High level organisational and administrative skills including the ability to prioritise workload, work under pressure and meet deadlines
* Demonstrated strong computer literacy skills and proficiency using the Microsoft Office and other relevant software

***Desirable***

* Relevant qualifications such as Bachelor or Masters degree in Law, Politics, Communications or Journalism and/or extensive experience in policy analysis and advocacy.
* Experience working in the non-profit sector/ACCO sector.

**VALS mandatory requirements**

 On offer of this position, you must provide:

* Copy of your current **Employee Working with Children Card**.
* You will be required to complete a current **Criminal History Police Check**.
* **Proof of rights to work in Australia**, i.e., a copy of an Australian Passport, Birth Certificate, or Immigration VISA documentation
* **Current valid Victorian Driver’s Licence**
* Copies of **any certificates or degrees** relevant to this role

Click the **‘Apply’** button to apply now and submit your **resume**, **cover letter** and **answer to key selection criteria**.

You may also send your application to **jobs@vals.org.au** using the **position title as subject line**.

**Please note:**

*We do not accept unsolicited resumes from employment agencies. No (search) fee will be paid in the event we hire a candidate whose resume is submitted by an employment agency to any of our employees without a valid written recruitment agreement. Such resumes shall be deemed the sole property of VALS.*