

## Position Description

**Job title: Aboriginal Policy Officer (Aboriginal and/or Torres Strait Islander Identified)**

**Job Share:** N/A

**SCHADS level:** 7.1 – 8.2 range

**Reporting to:** CEO

**Employment basis:** Full or Part-time contract (until end June 2024) – Flexible days and hours

**Direct reports:** Policy Officer (Aboriginal and/or Torres Strait Islander Identified)

## DVNSW Overview and Focus

DVNSW is the peak body for specialist domestic and family violence (DFV) services in New South Wales. We work from a feminist, social justice perspective and recognise that DFV is serious, prevalent and driven by gender inequality. We work to eliminate domestic and family violence through leadership of the specialist DFV sector and the NSW policy environment, promoting best practice responses and primary prevention.

Since its inception in 1974, our roots have been firmly in the NSW Women's Refuge Movement. In July 2013, a vote enabled membership to be expanded to all specialist DFV services and for the organisation to rename itself Domestic Violence NSW. In 2021 we consolidated our position of the State Peak Body for Domestic and Family Violence when we were awarded the contract to represent Women's Domestic Violence and Court Advocacy Services. Our membership and

reach continues to grow and evolve, as does our impact.

Our team is a small group of passionate and committed feminists. We come to work each day to help realise a joint vision of a world where women, families and communities in NSW live free from violence, have equal rights, equal opportunities and the freedom to reach their potential.

We care deeply about creating a workplace where our team members feel valued, respected and empowered. We are a collaborative, agile, hardworking and high-performing team. We ask the best from our people and, in return, we offer flexible working arrangements, salary packaging, training, professional development and mentoring opportunities, employee support and wellbeing programs, and the chance to learn from, and share with, our talented team.

## Role Overview

This newly created role is an identified Aboriginal and/or Torres Strait Islander position and would suit an experienced domestic and family violence (DFV) worker, familiar with the policy environment, who is passionate about reducing family violence and abuse against Aboriginal and Torres Strait Islander women and children. The Aboriginal Policy Officer (Aboriginal Identified) will be respected by Aboriginal communities, with strong connections to Aboriginal controlled organisations and workers.

The Aboriginal Policy Officer (Aboriginal and/or Torres Strait Islander Identified) will work collaboratively with other policy and sector development staff within DVNSW and develop strong relationships with stakeholders external to the organisation. The worker will have access to regular, external cultural supervision to ensure they are supported to undertake their role.

The Aboriginal Policy Officer (Aboriginal and/or Torres Strait Islander Identified) will support the NSW Government's implementation of *Closing the Gap Recommendation 13*, through supporting policy and practice development, and law reform by connecting specialist expertise in domestic and family violence to the NSW and Federal Governments. Additionally, the role will support Recommendation 13 from the 2019 NSW Domestic Violence Death Review Team report to support the NSW Government, in partnership with Aboriginal communities and organisations, to develop a framework to prevent and respond to violence in Aboriginal families and communities.

## Role Responsibilities

As a newly established role the responsibilities and work plan of the Aboriginal Policy Officer (Aboriginal Identified) will be flexible with capacity to evolve and respond to issues, demands and feedback from key stakeholders. Role responsibilities are anticipated to include the following:

- Establish a Community of Practice amongst Aboriginal workers in the DFV sector to reduce isolation, build capacity and connections and increase job retention.
- Provide intentional support for the Aboriginal and Torres Strait Islander specialist DFV workforce, including face-to-face regional visits across NSW, where possible.
- Provide dedicated support for the DVNSW Aboriginal and Torres Strait Islander Women's Steering committee.
- Recruit, manage, lead and mentor a Policy Officer (Aboriginal Identified).
- Act as a conduit of information between the specialist domestic and family violence sector and government.
- Support consultation undertaken by NSW Government and other stakeholders with Aboriginal and Torres Strait Islander women and specialists.
- Provide advice and information to various departments within the NSW Government, and Federal Government where appropriate, on DFV related issues.
- Support governments in the implementation of work to reduce and prevent DFV under the associated plans including the National Plan to reduce violence against women and their children and Closing the Gap Target 13.
- Support DVNSW to develop an Aboriginal cultural framework and hold DVNSW to account as we seek to work in a culturally informed manner.

## Skills & Experience

### Key professional attributes, skills and behaviours:

- Extensive knowledge and understanding of NSW Aboriginal communities, particularly in relation to the impact of family violence on Aboriginal women and children.
- Comprehensive understanding of the determinants, dynamics, and impact of violence against women and children.
- Strong knowledge of domestic and family violence service delivery within diverse communities.
- Experience successfully building relationships and collaborating with multiple stakeholders including Aboriginal Controlled organisations, Aboriginal and Torres Strait Islander workers, communities and government.
- Ability to support consultation with Aboriginal communities and Government and other stakeholders.
- Time management, flexibility and ability to work autonomously and as part of a team.
- Experience facilitation groups with a broad range of stakeholders and.
- Capacity to understand and manage complex and competing internal and external stakeholder needs, working collaboratively with many stakeholders.
- Skills and confidence in delivering verbal presentations to a range of stakeholders.

## Desirable skills:

- Experience preparing reports and submissions on outcomes, initiatives and recommendations following consultation.
- Experience in formulating policy positions within a broad and complex framework.
- Experience in managing regular and ongoing engagement with state government representatives.
- Proven ability to build strong relationships with external stakeholders to achieve project objectives (e.g. Department of Communities and Justice, Ministry of Health, peak bodies and service providers).
- Skills and experience in leading, managing, and mentoring staff.
- Demonstrated skill and experience in undertaking end-to-end project management, including planning, implementation and coordination of project milestones and deliverables.
- Experience managing program reporting related to government grants, organisational impact and outcome reporting.
- Skills in establishing and facilitating Communities of Practice, consultations and group discussions.
- Understanding of the NSW government policy environment.

Other duties may be assigned as needed.

## DVNSW Values

An important part of our culture is that everyone understands and is accountable for what we are here to achieve. As such, the behaviour of everyone in the team should reflect the core values of our organisation: leadership, integrity, inclusion and equity.



### Leadership

We use our feminist knowledge and platform to challenge the status quo, enable progress and innovate for change.



### Integrity

We are accountable, evidence-based and informed by those who we serve.



### Inclusion

We listen, engage and work in partnership with the community, representing diverse voices and advocating for those most marginalised.



### Equity

We create a roadmap for achieving social justice and enable others on this path.