

## Position Description Assistant Director (Legal Research and Policy)

### The Yoorrook Justice Commission

The Yoorrook Justice Commission (Yoorrook) is the first formal truth-telling process into historical and ongoing injustices experienced by First Peoples in Victoria since colonisation. Yoorrook will:

- Establish an official record of the impact of colonisation on First Peoples in Victoria.
- Develop a shared understanding among all Victorians of the impact of colonisation, as well as the diversity, strength and resilience of First Peoples' cultures.
- Make recommendations for healing, system reform and practical changes to laws, policy and education, as well as to matters to be included in future treaties.

Yoorrook is independent of government and the First Peoples' Assembly of Victoria. It has been established as an independent Royal Commission under the *Inquiries Act 2014*. See [here](#) the Letters Patent that set out Yoorrook's mandate.

### Strategic Priorities and Values

Yoorrook is unique among Royal Commissions because, while it is for the benefit of all Victorians, First Peoples drove its design and remain at its centre. Yoorrook's strategic priorities of **truth, understanding and transformation** are encompassed by our values, and guide the way in which we will work. Everything we do must contribute to achieving these three goals.





## Position Summary

The Assistant Director of Legal Research and Policy will lead a significant legal research and policy reform component of Yoorrook's work as part of the Strategic Policy and Research Unit. This will involve commissioning, managing and quality assuring and conducting ground-breaking research across a wide variety of areas such as history, sociology, anthropology, economics and law. You must be an experienced practitioner in evidence-based law and policy reform used to collaborating with others to achieve practical outcomes and will have an excellent understanding of the impact of colonisation of First Peoples.

The role requires experience in building and leading a collaborative multi-disciplinary team, and experience in delivering projects under time pressure in a complex and sensitive environment. The team will also be responsible for managing research and policy projects, analysing submissions and other evidence, drafting background and issues papers, as well working on the interim and final reports under the direction of the Commissioners. The Strategic Policy and Research unit is also responsible for developing policy options to support Yoorrook's recommendations for systemic reform.

You must be a proactive self-starter with exceptional interpersonal skills. To succeed in this role, you will be someone who is outcomes focused, an exceptional writer and communicator; thrives on a challenge and working in a diverse multifaceted environment; and is passionate about truth and justice for First Peoples in Victoria. As a lead researcher, the role requires extensive senior experience in legal and policy analysis on First Nations issues. The role also requires awareness and understanding of the history and culture of First Peoples in Victoria. Successful candidates will also have an ability to work in a complex, culturally sensitive, trauma-informed and fast paced environment, with demonstrated research, analytical and communication skills with an ability to work cooperatively.

**Yoorrook's Letters Patent requires it to prioritise the employment of First Peoples. First Peoples are strongly encouraged to apply for all roles at Yoorrook.**

<b>Classification</b>	Senior Technical Specialist
<b>Term</b>	Fixed term till 30 June 2024
<b>Salary Range</b>	\$170,997-\$232,558 plus 10% employer superannuation contribution
<b>Reports to</b>	Director, Strategic Policy and Research
<b>Location</b>	Melbourne



## Key Accountabilities

1. Work collaboratively with Commissioners, the Director of Strategic Policy and Research, Counsel and Solicitors Assisting and all key staff across Yoorrook to lead, plan, manage and deliver major strategic research projects to support Yoorrook's objectives including reforms to address ongoing systemic injustices against First Peoples. This includes scoping, quality assuring and managing the delivery of procured and internal research, and developing recommendations for actionable law and policy systems change consistent with relevant human rights standards.
2. Develop and maintain effective relationships and partnerships with stakeholders across a wide range of sectors relevant to Yoorrook's inquiry to build support for Yoorrook's work and ensure a relevant and transformative law and policy reform agenda.
3. Concisely and effectively communicate research findings to Commissioners, the CEO and staff to support integration of analysis of large volumes of data from other sources of authoritative evidence, including submissions and hearings.
4. Contribute to the management, drafting and quality assurance of Yoorrook's formal reports in line with the direction of Commissioners..
5. Lead a multi-disciplinary team of Yoorrook's legal officers, researchers and consultants in a collaborative and culturally-informed team environment.

## Key selection criteria

1. An excellent knowledge and understanding of Aboriginal perspectives, the impact of colonisation of First Peoples, Aboriginal self-determination and cultural safety.
2. Outstanding project management and coordination skills, including experience in delivering complex legal research projects while working in pressured situations and demonstrated willingness to adapt to changing priorities.
3. Extensive knowledge of the rights of Indigenous Peoples, the legal and policy landscape relating to First Peoples in Victoria, and senior experience in assessment or development of evidence-based policy reform processes and mechanisms including legislative change and institutional transformation.
4. High level research and analytical skills with demonstrated ability to quickly synthesise large volumes of information from a range of sources to produce concise reports or briefings.
5. Highly developed interpersonal and communications skills, including the ability to establish and maintain effective working relationships with internal and external



stakeholders, to provide clear and accessible written advice, to influence and negotiate effectively and to manage people.

6. Advanced degree qualification (Masters or PhD) in a relevant field such as law, criminology, Indigenous Studies, public policy or administration.

### **Desired requirements**

7. In depth knowledge of the application of human rights legal frameworks including the United Nations Declarations on the Rights of Indigenous Peoples.
8. Experience working with Aboriginal communities and organisations.
9. Prior senior experience in criminal justice reform, formal inquiries or Royal Commissions would be an advantage.

### **Additional information**

Please note that as the work of Yoorrook is unprecedented, the focus of roles may be subject to change to ensure Yoorrook can be responsive to First Peoples' needs and deliver on its mandate. We will be recruiting people who can adapt to and lead change.

### **Yoorrook Commitment**

#### **Diversity and Equal Employment Opportunity**

We welcome applicants from a diverse range of backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, people who identify as LGBTIQ+, people with disability, as diversity and inclusion drives our success.

It is important to us that candidates with disability can participate equitably in the recruitment process. If you need assistance or adjustments to fully participate in the application or interview process or if you have any enquiries about diversity and inclusion at Yoorrook, please contact (03) 7017 3387.

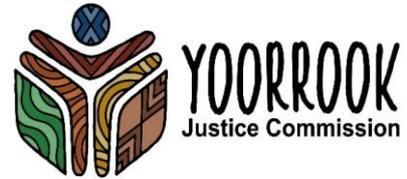
#### **Supporting our employees balance their work and life commitments.**

The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

#### **Occupational health and safety responsibilities**

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring they:

- Follow reasonable instruction
- Cooperate with their employer



- At all times, take reasonable care for the safety of others in the workplace.

### **Security requirements and professional obligations**

- **Pre-employment screening may apply to all appointments**
- Preferred applicants may be asked to provide evidence of their qualifications
- All preferred applicants will be required to produce sufficient proof of their identity prior to commencing employment with the department
- Employment of successful candidates may be subject to a National Police Check

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