

## Position Description – Events Officer (Designated) 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. Guided by its values and principles, Yoorrook will:

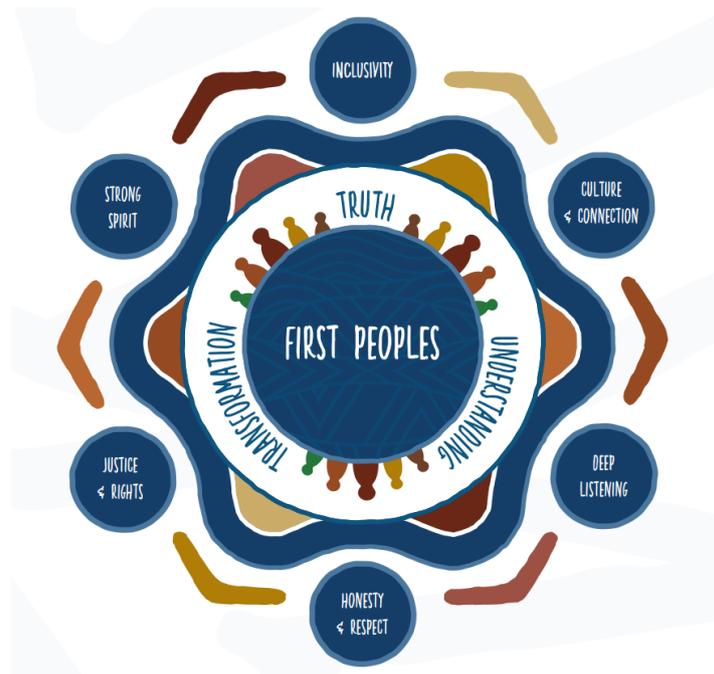
- Establish an official record of the impact of colonisation on First Peoples in Victoria.
- Develop a shared understanding among all Victorians of the impact of colonisation, as well as the diversity, strength and resilience of First Peoples' cultures.
- Make recommendations for healing, system reform 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.

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.

### Strategic Priorities and Values

Yoorrook's strategic priorities of **truth, understanding and transformation** are encompassed by Yoorrook's values, and guide the way in which the Commission works. Everything Yoorrook does must contribute to achieving these three goals. For more information about how these values inform Yoorrook's strategic priorities see [here](#).



## Position Summary

Yoorrook is looking for a Events Officer to provide logistical, administrative and project coordination support to the Engagement and Community Partnerships Team. The role will involve the coordination of day-to-day operations, and high quality administrative and project support to ensure delivery of objectives within key timeframes.

Successful candidates will demonstrate a high-level of organisational coupled with excellent communication and relationship management skills. The ability to work cooperatively and contribute to a positive and collegial culture is a key requirement for this role.

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>	VPS4
<b>Term</b>	28 June 2024
<b>Salary Range</b>	\$90,067 - \$102,192 p.a. plus 10% employer superannuation contribution
<b>Reports to</b>	Jannah Lott, Events Manager
<b>Location</b>	Collingwood

## Key Accountabilities

1. Actively contribute to a positive, collaborative and culturally safe organisational culture, supportive of innovation and continuous improvement in a dynamic environment.
2. Provide high-level administrative and logistical support to the Engagement and Community Partnerships Team (**'The Team'**), through various means including, but not limited, to: coordination of travel arrangements; event logistics, screening and attending to a broad range of enquiries and requests, including matters of a confidential or sensitive nature.
3. Provide project and administrative support to the team to ensure the effective and efficient delivery of activities across Yoorrook.
4. Establish and maintain administrative systems and procedures to support the effective operation of the team and support the administration of organisation wide systems and processes.
5. Maintain accurate records in line with Yoorrook information management systems and processes.
6. Collaborate and work closely with other all staff, to facilitate interconnections across the organisation and support the achievement of Yoorrook's truth-telling objectives.

7. Other related tasks and duties as determined by the Director.

## Key selection criteria

1. Experience working in an administrative and/or coordination role in a dynamic environment.
2. Willingness to understand issues, needs and motivations of others by establishing trust and mutual respect in support of others and providing information and decisions in a sensitive and considerate manner.
3. Outstanding organisation and planning skills, applying knowledge and experience to develop and implement systems for planning, monitoring and prioritising individual and team progress and performance.
4. Advanced computer skills including complex word processing, spreadsheet, presentation and/or database functions.
5. Demonstrated willingness to be flexible and adaptable to changing priorities and ambiguity with the ability to meet deadlines.

## Desired requirements

1. Experience working with Aboriginal communities and organisations, and/or understanding and awareness of Aboriginal self-determination and cultural safety.

## 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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