

## Position Description (Designated)

# Director Engagement, Support and Communications 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 a 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 Goals and Values

Yoorrook seeks to achieve **truth, understanding and transformation**. Yoorrook's values guide the way it works. Yoorrook's Strategic Plan 2022-24 is available [here](#).



## Position Summary

The Director Engagement, Support and Communications is responsible for driving and coordinating the work of the Engagement, Support and Communications teams.

The Director is responsible for developing and implementing innovative and effective trauma-informed engagement with Aboriginal communities across Victoria and the broader Victorian community to support Yoorrook's objectives. The Director's work includes leading teams to:

- Establish and drive impactful communication and education strategies to support truth telling
- Work closely with First Peoples to promote engagement with Yoorrook including through submissions, roundtables and hearings
- Work closely with the Commissioners, the CEO and Senior Executives to ensure community voice is at the heart of Yoorrook's work
- Ensure high-quality, accessible and timely content is available to First Peoples and the broader Victorian community about Yoorrook's work and how to participate in it
- Ensure that Yoorrook provides safe, supportive and culturally appropriate ways for First Peoples to engage with Yoorrook.

To succeed in this role, you will be someone who thinks creatively and drives innovative ways of engaging First Peoples and the broader Victorian community. You will be committed to the process and outcomes of truth-telling and ensuring trauma-informed and culturally appropriate approaches. You will be a strong leader who thrives working in a dynamic and fast-paced team environment and who has a deep understanding of the history and culture of First Peoples in Victoria.

**Yoorrook's Letters Patent requires it to prioritise the employment of First Peoples. This is a designated position under section 12 of the *Equal Opportunity Act 2010*. Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position.**

<b>Classification</b>	SES 1
<b>Term</b>	31 December 2024 <i>(with possibility of extension)</i>
<b>Salary Range</b>	\$216,376 - \$279,238 Range plus 11% employer superannuation contribution
<b>Reports to</b>	CEO – Hugh de Kretser
<b>Hours of work</b>	Full time – 38 hours per week

## Key Accountabilities

1. Lead the development and delivery Yoorrook's strategic engagement, social and emotional wellbeing (SEWB) support, education, media and communication strategies.
2. Work with team managers to provide expert, strategic and innovative communications, engagement, SEWB and education advice to Commissioners and staff to ensure community voice is at the heart of Yoorrook's work, and that information on Yoorrook is clear and accessible.
3. Oversee the development and implementation of new and creative opportunities for education and engagement to build support for Yoorrook's truth telling work, including by promoting engagement with Yoorrook through submissions, roundtables and hearings.
4. Manage media and communications staff to promote engagement with media and support Commissioners in media opportunities.
5. Work with Commissioners, the CEO and Senior Executives to ensure Yoorrook has collaborative and productive relationships with First Peoples stakeholders.
6. Oversee and ensure the effective application of Yoorrook's SEWB policies to embed a safe, culturally appropriate trauma-informed approach across all of Yoorrook's work.
7. Actively contribute to a positive, collaborative, innovative and culturally safe workplace culture that supports strong connections across the organisation and lives up to Yoorrook's values and mandate.
8. Other related tasks and duties as determined by the CEO that are consistent with a position of this grade and skills requirement.

## Key selection criteria

### Essential requirements

1. Excellent knowledge of First Peoples communities in Victoria and understanding of the impact of colonisation on First Peoples in Victoria.
2. Demonstrated experience in developing and delivering effective communication and engagement projects that involve multiple communication platforms.
3. Demonstrated ability to successfully manage multidisciplinary teams in a complex and time-sensitive environment.
4. Experience in establishing and sustaining constructive relationships with a wide range of stakeholders to ensure effective engagement and consultation, including communicating sensitively and appropriately with First Peoples and people from a range of backgrounds.

5. Strong written and verbal communication skills, including the ability to prepare communications materials to meet audience needs involving complex or sensitive subject matter using clear, concise and grammatically correct language.

### **Desired requirements**

6. Experience working to ensure safe, trauma-informed and culturally appropriate services.
7. Experience working in media.

## **Additional information**

### **Yoorrook Commitment**

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

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

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 our Human Resources Manager on 0412 597 791.

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

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

#### **Workplace health and safety responsibilities**

In the context of workplace safety policies, procedures, training and instruction, 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.

### **Pre-employment screening and other requirements**

- 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
- You will be required to comply with relevant COVID-19 vaccination policies.

To receive this publication in an accessible format, please contact our Human Resources Manager on 0412 597 791 using the National Relay Service 13 36 77 if required (for more information visit [www.relayservice.gov.au](http://www.relayservice.gov.au)).