

## Position Description

### Director - Operations

#### 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 is:

- Establishing an official record of the impact of colonisation on First Peoples in Victoria.
- Developing a shared understanding among all Victorians of the impact of colonisation, as well as the diversity, strength and resilience of First Peoples' cultures.
- Making 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 Goals and Values

Yoorrook seeks to achieve **truth, understanding and transformation**. Yoorrook's values guide the way it works.



## Position Summary

Yoorrook is looking for an experienced senior executive to lead its operations, including finance management, records management, human resources, procurement, risk, governance and business planning. Reporting to the CEO, the role is part of the executive team and leads a team of portfolio managers. The role will also work across the organisation to ensure effective project management and coordination on issues including evidence gathering and submissions, report delivery and planning for the end of Yoorrook.

**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>	SES 1
<b>Term</b>	30 June 2025
<b>Salary Range</b>	\$216,376 - \$279,238 plus 11% employer superannuation contribution
<b>Reports to</b>	Hugh de Kretser, CEO
<b>Hours of work</b>	Full time – 38 hours per week

## Key Accountabilities

1. Develop, implement and maintain organisational project management plans and processes and provide advice to Commissioners, CEO and staff on project delivery, milestones and risk mitigation strategies, ensuring effective collaboration and coordination across the organisation.
2. Ensure that Yoorrook has appropriate governance, financial and legal compliance systems and that public resources are effectively managed to enable delivery of Yoorrook's mandate.
3. Lead, manage and monitor operational, facilities and administrative functions to support Yoorrook's work in line with its letters patent, including related to business planning; governance; finance and procurement; human resources; information and records management and risk management.
4. Oversee the operationalisation of policies and processes which are effective, culturally safe and which value the knowledge, expertise, and data sovereignty of First Peoples, particularly related to governance, finance, human resources, information and records management.
5. 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.

6. Other related tasks and duties as determined by the CEO and/or Commissioners that are consistent with a position of this grade and skills requirement.

## Key selection criteria

1. **Cultural Safety:** Demonstrated ability to foster a culturally safe and inclusive workplace through the development, management and continual improvement of systems, processes, and business operations across an organisation.
2. **Leadership:** Extensive senior management experience, with a proven track record of leading, motivating, and developing high performance teams of skilled professionals in a fast paced, values-driven environment.
3. **Project Management:** Demonstrated experience in effectively applying best practice project management practices and systems thinking to successfully deliver complex projects across multiple teams.
4. **Financial Management:** Proven financial management capability, including the ability to oversight effective and compliant financial, budget and procurement processes.
5. **Risk Management and Compliance:** Demonstrated experience in risk management including identifying, analysing and effectively responding to risk and compliance issues.
6. **Stakeholder management:** Strong collaborative skillset and ability to work closely with internal and external stakeholders to deliver desired outcomes across a breadth of operational functions.

## Desired requirements

1. Experience working with Aboriginal communities and organisations, and/or understanding and awareness of Aboriginal self-determination and cultural safety.
2. Relevant qualifications in management, operations, finance or human resources.

## Additional information

### Yoorrook Commitment

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

Diversity and inclusion drive 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 LGBTIQA+ 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)).