

## Position Description Chief Executive Officer 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 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. Yoorrook's Letters Patent that set out its mandate are [here](#).

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 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

Under the direction of the Yoorrook’s Chairperson and Commissioners, the CEO is responsible for leading Yoorrook operationally, to ensure it meets the objectives set out in the Letters Patent.

Yoorrook will finish its work by 30 June 2025. It will hold accountability hearings later in 2024 and will deliver a final reform report to the First Peoples’ Assembly of Victoria and the Victorian Government by 27 June 2025. Yoorrook will also produce an Official Public Record of the history of systemic injustice against First Peoples since colonisation. Yoorrook’s Strategic Plan states that this Official Public Record will be a rich multi-media archive comprising its official published reports as well as stories, photographs, oral histories, and other significant cultural, ceremonial, and artistic materials.

Yoorrook’s budget for its final year will be approximately \$12 million. It currently has around 36 FTE staff in addition to the Solicitors Assisting and Counsel Assisting. Four of Yoorrook’s five Commissioners are First Peoples. Currently around 35% of staff and 60% of Yoorrook’s executive team are First Peoples.

**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 2
<b>Term</b>	Until 30 June 2025
<b>Salary Range</b>	\$279,239 to \$401,017 per annum; Total Remuneration Package (TRP)
<b>Reports to</b>	Chairperson, Yoorrook Justice Commission
<b>Hours of work</b>	Full time – 38 hours per week
<b>Location</b>	54 Wellington St, Collingwood VIC 3066

## Key responsibilities

1. Positively enable the Chairperson and Commissioners to exercise their powers and actively direct the conduct of the Commission consistent with the Letters Patent.
2. Provide authoritative, strategic high-quality advice and briefings to the Chairperson and Commissioners across a breadth of areas.
3. In close consultation with the Chairperson and Commissioners, lead the Commission’s operational requirements and implementation of operational policies and procedures to support processes for the Commission which are sound, culturally safe and grounded in cultural authority, including:
  - a) financial management;
  - b) project management and in particular delivery of the final reform report and Official Public Record;
  - c) strategic and organisational development; and
  - d) leadership.
4. Monitor progress of the Commission, ensuring adherence to the Letters Patent and satisfaction of the Commission’s objectives and reporting obligations.

5. Develop and maintain strong networks and relationships with key stakeholders, including the Victorian Government, the First Peoples' Assembly of Victoria, First Peoples' organisations across the state and non-government entities and organisations to support the delivery of the Commission's objectives and inquiry.
6. Facilitate effective collaboration and communication between Commissioners, staff teams, Solicitors Assisting and Counsel Assisting to ensure a robust and cohesive workforce.
7. Actively contribute to a positive, collaborative and culturally safe organisational culture that ensures cultural authority and supports innovation and continuous improvement in a dynamic environment.
8. Other related and appropriate tasks and duties as determined by the Chairperson and Commissioners that are consistent with a position of this grade and skills requirement.

### Key selection criteria

1. **Demonstrated experience working with and for First Peoples:** Demonstrated understanding of First Peoples' history, culture, and experiences; experience working with First Peoples, including having sensitivity and awareness of First Peoples' systems of cultural authority as reflected in the Commission, under the Letters Patent.
2. **Strategic leadership to drive high-quality policy advice:** Demonstrated experience in directing and delivering high-quality policy advice to senior decision-makers (such as Boards, Secretaries, Ministers) within complex and multi-faceted policy areas.
3. **People and resources management:** Demonstrated ability to motivate teams through organisational values and goals alignment and maximise effectiveness through appropriate resource allocation and budget management. Strong leadership, performance management and delegation skills.
4. **Strategic thinking:** Demonstrated analytical and problem solving capacity to constructively and strategically operate and lead in a complex environment, particularly related to historical analysis and contemporary structural reform to redress systemic injustices. Experience in public inquiries or transitional justice is an advantage.
5. **Influence and negotiation:** An ability to build buy-in and support from key internal and external stakeholders to achieve strategic objectives. Ability to effectively negotiate with senior stakeholders in government, non-government organisations including Aboriginal organisations, to achieve desired outcomes.

## Additional information

### **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.

### **Supporting our employees to 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
- Employment of successful candidates may be subject to a National Police Check
- You will be required to comply with relevant COVID-19 policies.

To receive this publication in an accessible format, please contact our Human Resources Manager on 0451 924 941 using the National Relay Service 13 36 77 if required (for more information visit [www.relayservice.gov.au](http://www.relayservice.gov.au)).