

Position Description

Communications Manager

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

This position provides strategically aligned, values-based communications strategies, initiatives and advice to the Commission. Reporting to the Director, Engagement, Support and Communications, the role works collaboratively with all teams across Yoorrook. This creative position plays a key part in delivering on Yoorrook’s truth telling and shared understanding objectives.

With a deep understanding of First Peoples’ issues and perspectives, the role will produce and oversee engaging communications across multiple platforms to achieve Yoorrook’s goals.

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.

Classification	VPS 6
Term	Fixed term until 30 June 2025
Salary Range	\$130,673 - \$174,869 plus 11% employer superannuation contribution
Hours of work	Full time – 38 hours per week
Reports to	Director - Engagement, Support and Communications
Location	54 Wellington St, Collingwood VIC 3066

Key Accountabilities

1. Provide authoritative and trusted strategic advice to Commissioners, the CEO and Director, Engagement, Support and Communications and other key staff on media and communications activities, emerging complex or sensitive issues and strategic approaches to external engagement.
2. Refine and execute the communications and marketing strategy for Yoorrook’s final year to build shared understanding of past and ongoing injustice faced by First Peoples in Victoria and highlight stories that emerge through truth telling.
3. Project manage the design and production of Yoorrook’s final report.
4. Oversee a closely knit team of three staff and engage with external contractors as appropriate to ensure content creation is fit for purpose, engaging and fosters deep cultural awareness while ensuring that First Peoples’ and Yoorrook’s truth-telling mandate is always at the centre of the work.
5. Manage crisis communications and resolve issues as required working with the Director and CEO.
6. Collaborate with all staff to strengthen internal communication across the organisation to support the achievement of Yoorrook’s truth-telling objectives.
7. Actively contribute to a positive, collaborative and culturally safe organisational culture, supportive of innovation and continuous improvement in a dynamic environment.
8. Other related tasks and duties as determined by the CEO or Director that are consistent with a position of this grade and skills requirement.

Key selection criteria

1. Demonstrated awareness and experience working with First Peoples and an understanding of First Peoples' cultures and current issues faced by First Peoples and communities in a social, political, historical, and modern context.
2. Significant experience developing and delivering communications and marketing campaigns using creative, innovative, and integrated media and communication methods in complex environments.
3. Demonstrated experience managing the design and production of large-scale reports.
4. Proven issues and crisis management experience.
5. Proven experience leading and inspiring teams to deliver robust communications programs and initiatives.

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 LGBTIQA+ 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).