



## Position Description

### Community Engagement / Truth Receiver

### (Designated Position) (Multiple Roles Available)

#### 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 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 experienced community engagement people to promote and support the work of Yoorrook. The successful candidate will assist community members to share their truths by way of formal submissions and gathering of evidence. The candidate will be confident in engaging with First Peoples, excellent at planning and a clear communicator.

**This is a designated position: only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position.**

**This position can be worked full time or part time (2 to 4 days per week). We are looking at recruiting multiple people to fulfill 3 full time equivalent roles. This role can be worked flexibly, and we can discuss what this looks like for you. You can be based anywhere within Victoria.**

<b>Classification</b>	VPS4
<b>Term</b>	Fixed term until 31 December 2024 (with possibility of extension)
<b>Salary Range</b>	\$92,332 – \$104,762 plus 11% employer superannuation contribution
<b>Reports to</b>	Nick Butera - Manager, Community Engagement
<b>Hours of work</b>	Full Time, Part time (2 – 4 days per week)
<b>Location</b>	54 Wellington St, Collingwood VIC 3066

## Key Accountabilities

1. Assist community members to prepare and share their stories/truths and/or make formal submissions to Yoorrook.
2. Coordinate with First Peoples to arrange and support engagement opportunities with Yoorrook across Victoria e.g., Community Information Sessions, Community Roundtables etc.

3. Listen to feedback from First Peoples and share feedback with Yoorrook staff and Commissioners. Provide considered, practical advice on engagement and communications activities of Yoorrook.
4. Assist in the delivery of Yoorrook Justice Commission information to Victorian First Peoples communities, including hearing schedules, participation support options and referral pathways available for further support.
5. Collaborate with internal and external stakeholders on engagement activities and other projects as requested. Collaborate and work closely with all staff to facilitate interconnections across the organisation and support achievement of Yoorrook's truth-telling objectives.
6. Contribute and develop communications materials to support engagement activities. Actively contribute to a positive, collaborative and culturally safe organisational culture, supportive of innovation and continuous improvement in a dynamic environment.
7. 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. Experience working with Aboriginal communities and organisations, and/or understanding and awareness of Aboriginal self-determination and cultural safety.
2. Good interpersonal, written and communication and negotiation skills; including the ability to engage with a wide range of stakeholders.
3. Demonstrated capacity to work collaboratively with others to achieve results.
4. Experience in successfully coordinating and delivering engagement activities on sensitive topics.
5. Demonstrated capacity to manage and develop self.

## Desired requirements

1. Experience and or skills in group facilitation will be highly regarded.
2. Ability to communicate sensitively and with empathy will be highly regarded.

## 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.

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 0451 924 941.

### **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 with Yoorrook
- 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 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)).