

Senior Manager, Aboriginal Justice Partnerships

Contract type	Full time, Fixed term to June 2026
Salary range	CP 8.2 – CP8.3 \$151,162 to \$160,231 (dependent on experience), <i>plus superannuation</i>
Location	Redfern/ Flexible at other ALS locations
Submit applications to	Sarah Hopkins, Principal Solicitor, Justice Projects, Policy and Practice E: sarah.hopkins@alsnswact.org.au
Applications close	Friday 18 November 2022
Recruitment notes	<p>The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.</p> <p>All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.</p> <p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check (NSW) or Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.</i></p> <p>The position offered to the Employee will be subject to the Employee's acceptable Police Checks and the ability to obtain a Working with Children or Vulnerable People Check.</p>
Employee benefits Salary Sacrificing	<p>At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of Salary Sacrificing a portion of an Employee's salary (Salary Packaging).</p> <p>Salary Packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary.</p> <p>Salary Sacrificing is dependent on the Employee's personal circumstances, the ALS cannot provide financial advice.</p>
Application sections and checklist	<p>Please make sure you have completed all the requirements of the application.</p> <ol style="list-style-type: none"> 1. Completed ALS Application Form (<i>page 2</i>) 2. Cover Letter stating how you meet the selection criteria (<i>pages 5-6</i>) 3. Your current Resume 4. A copy of your current driver's license 5. A copy of your Working with Children's or Vulnerable Persons Check 6. A copy of your Covid-19 Vaccination Certificate(s) <p>Incomplete applications will not be accepted.</p>
Position Description	The Position Description can be found at the end of this document.



ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

First name	
Last name	
Preferred name	
Phone number	
Email address	
Residential address <i>(optional)</i>	
Do you identify as Aboriginal or Torres Strait Islander?	<p>Yes Aboriginal <input type="checkbox"/> No <input type="checkbox"/></p> <p>Torres Strait Islander</p> <p>Aboriginal & Torres Strait Islander</p>
Have you attached a copy of your current drivers' licence?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children or Vulnerable Persons Check, National Police Check and a Criminal Police Check.</i></p>	
Do you consent to undertaking a Police Check? <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Do you consent to obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT)	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If held: WWCE</i> <i>Expiry date:</i></p>
How did you hear about this position? <i>For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i>	

POSITION DESCRIPTION

Senior Manager, Aboriginal Justice Partnerships

This is an Aboriginal/Torres Strait Islander Identified position which is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.

PRIMARY OBJECTIVE

The Senior Manager, Aboriginal Justice Partnerships is responsible for leading Aboriginal Legal Service (ALS) engagement with key stakeholders, partner organisations and Aboriginal communities, as well as delivering key reform initiatives under the National Agreement on Closing the Gap:

- Lead implementation of the Aboriginal Justice Partnership initiative under Closing the Gap, including development of initiatives to:
 - Share decision-making on justice issues at the local, regional and state-wide levels
 - Strengthen the Aboriginal community-controlled law and justice sector
 - Embed cultural safety into the design and delivery of policies and programs involving Aboriginal people
 - Increase access to locally relevant justice data
- Manage ALS's relationships and engagements with key partners, including:
 - Maintaining and strengthening local partnerships with Aboriginal communities across NSW, to ensure local voices and aspirations guide ALS's policies, practices and programs
 - Collaborating with HR and the Legal Practice areas to develop and implement an internal ALS framework and staffing network to support a joined up approach at local, regional and state locations to ALS policy decisions
 - Collaborating with NSW Coalition of Aboriginal Peak members on the development and implementation of Closing the Gap initiatives
 - Engaging with Government stakeholders on the co-design and delivery of Closing the Gap initiatives
- Build cultural capabilities both internally and across the law and justice sector, including by enhancing ALS's community engagement network, building people power in local offices and developing initiatives to strengthen the community-controlled sector

REPORTING RELATIONSHIPS

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO). The position reports to Principal Solicitor (Justice Projects, Policy and Practice) or their delegate.

ORGANISATIONAL ENVIRONMENT

The ALS has been fighting for justice and equity for over 50 years. We are the primary legal service for Aboriginal and Torres Strait Islander adults and children across NSW and the ACT and recognised as a leader in this field across Australia. We provide free help in criminal law, family law, care and protection law, and some areas of civil law; plus community programs for social justice.

As a proud Aboriginal community-controlled organisation, we acknowledge, honour and respect traditional values and cultural practices. We are committed to being community focused, fearless in our advocacy, accountable and ethical. When you work at the ALS, you're making a difference to create better futures.

It's an exciting time for the ALS, with both our services and teams growing significantly. We recently received additional government funding to deliver a range of new programs aimed at addressing systemic issues and driving structural reforms. This is creating unprecedented opportunities for the ALS and our communities.

CLOSING THE GAP OVERVIEW

As a member of the NSW Coalition of Aboriginal Peak Organisations (CAPO), ALS plays a key role in the implementation of the National Agreement on Closing the Gap. ALS and the Department of Communities and Justice (DCJ) are co-chairs of the Aboriginal Justice Partnership Committee, which is responsible for delivery of a Program of Work aimed at:

- Reducing rates of adult incarceration (Target 10)
- Reducing rates of young people in detention (Target 11)
- Preventing rates of family violence (Target 13)
- Delivering structural reforms across the justice system as per the National Agreement's Priority Reforms

A key initiative of the Program of Work is the Aboriginal Justice Partnership Initiative, aimed at transforming the way justice system works for Aboriginal communities. The Partnerships Manager will be responsible for delivery of key elements of the initiative, including development of:

- Mechanisms to share decision-making on justice issues at the local, regional and state levels
- A plan to strengthen the Aboriginal community-controlled justice sector
- Frameworks to address systemic racism and embed cultural safety in justice agencies and programs
- Initiatives to increase the sharing and control of locally relevant data and information on justice issues

KEY COMMUNICATIONS

The Senior Manager, Aboriginal Justice Partnerships is an important position within the ALS and excellent professional oral and written communication, negotiation, and facilitation skills are essential to the satisfactory discharge of the duties.

- **Internal:** The Senior Manager, Aboriginal Justice Partnerships will report directly to the Principal Solicitor and liaise closely with the other policy and community engagement staff, as well as other staff involved in Closing the Gap programs. There will also be regular contact with the Executive team members and Senior Managers.
- **External:** The primary objective of this role is to build and maintain external relationships to create meaningful partnerships. The position holder will be required to work with a diverse range of stakeholders, including Aboriginal community-controlled organisations, government and funding bodies.

MAJOR ACCOUNTABILITIES

This role is required to perform responsibilities to a high standard within agreed timelines and in line with ALS vision, objectives and values. Key responsibilities and accountabilities include:

- Leading partnership development between communities, government and the non-government sector through:
 - Building, maintaining and strengthening relationships involved in partnerships

- Identifying opportunities for and developing new partnerships
- Ensuring alignment of new and existing partnerships with the ALS Strategic Plan
- Establishing governance for partnerships including identifying purpose, goals, intended outcomes, reporting and communication mechanisms
- Managing the implementation of the Aboriginal Justice Partnership Initiative in accordance with the business case and funding agreements
- Working collaboratively with ALS Shared Services colleagues in the development and implementation of the ALS internal cultural capability plan
- Participating in the Aboriginal Justice Partnership Committee and representing the ALS in relevant Closing the Gap Working Groups, governance committees and CAPO forums
- Working collaboratively with other CTG colleagues to contribute to reporting, monitoring and evaluation of programs and ensuring other CTG programs are aligned
- Leading and managing the performance and professional training requirements of staff within reporting lines
- Providing reports to the ALS Executive on strategy development, implementation and progress
- Ensuring alignment and compliance with ALS policies and workplace health and safety obligations
- Attending and participating in management meetings, seminars, workshops, training and development activities as required
- Acting as a spokesperson for the ALS as appropriate by effectively communicating the organisation's vision and agenda
- Travelling to regional and interstate locations for work purposes
An inherent requirement of the job is the ability to independently travel to regional locations by car for work purposes, therefore a current driver's licence is required (the ALS is an Equal Opportunity Employer and will consider reasonable adjustments where an employee cannot meet this requirement due personal circumstances).

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential Criteria

- Identify and be accepted in community as an Aboriginal and/or Torres Strait Islander person
- Deep knowledge and appreciation of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities and staff
- Demonstrated experience developing organisational cultural capability, including ensuring practices, policies and programs are designed and delivered in a culturally appropriate manner
- High level oral and written communication skills, including writing for a range of purposes and audiences from community to government
- Strong demonstrated interpersonal, influencing and presenting skills for internal and external stakeholders
- Strong demonstrated experience developing, managing and strengthening relationships with internal and external stakeholders
- Strong demonstrated project management experience, including planning, monitoring and evaluation, and reporting skills

- Demonstrated organisational skills including prioritising tasks, managing multiple projects efficiently in a fast-paced, constantly changing environment and willingness to work flexible hours
- Demonstrated experience as a manager effectively leading teams to perform at a high level and supporting staff
- Ability to meet tight deadlines, work without supervision and manage a diverse workload, together with strong conceptual, analytical and research skills
- Demonstrated commitment to the effective implementation of Workplace Health & Safety and Ethical and Diversity practices in the workplace
- A willingness and ability to travel to regional, metropolitan, and interstate locations for work purposes
- Acting as a spokesperson for the ALS as appropriate by effectively communicating the organisation's vision and agenda

Desirable Criteria

- A tertiary degree or higher in either law, business, economics, social sciences, public policy, media and communications or other related qualification is highly desirable