



**Victorian
Aboriginal
Legal Service**



**South Eastern Australian
Aboriginal Justice Services
Limited**

Position Description – Director Executive and Corporate Services

Position:	Director, Executive & Corporate Services
Reports to:	Chief Executive Officer
Salary:	Salary \$120,000 per annum, plus 9.5% superannuation Salary Packaging also available
Location:	Head Office - 273 High Street, Preston, Victoria This position may require regional and interstate travel
Employment type:	Full-time (fixed term until 30 June 2025)
	We are always actively looking for applicants from a diverse range of gender identities, sexual orientations cultures, language groups, abilities, and experiences. In particular, we encourage Aboriginal and Torres Strait Islander people, Members of the LGBTQI+ community, people with disabilities, and people with experience seeking asylum to apply.

About us

We were established as a community-controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.

The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in Victoria.



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Our Values

Respect

We advocate for and demonstrate the right of every person to be treated with dignity and respect.

Culture

We remember what we are here for and how our organisation came into being and ensure we are centred within our communities.

Commitment

Our team is committed to improving the lives of Aboriginal people. We keep our word and stand by our commitments.

Self-Determination

We respect and promote the principle of self-determination in everything that we do. We will achieve change for Aboriginal communities and ensure the realisation of self-determination.

Independence

We are Apolitical. We are independent.

Integrity

We are steadfast in our adherence to our values. We take every reasonable measure to protect our clients. We offer independent, professional and high-level legal representation.

Equality

We fight for our communities to be equal before the law and to rectify the over-representation of Aboriginal people in the justice system. VALS promotes the right to be different, free from discrimination and valued as an individual. We are an inclusive workplace that respects and protects equality.

About the team

Executive and Corporate Services

The primary role of this section is to ensure that VALS exercises the highest standard of governance. It does this by ensuring the Board is equipped with the information and advice it needs to fulfil its governance and fiduciary duties and that the internal operations of the organisation meet governance standards.

This section does not directly undertake all elements of governance, many aspects of good governance are the direct responsibility of Finance and others fall in the Legal and Client Services areas.

This section develops systems, monitors and oversees processes to ensure that all members of the Executive Team take responsibility for ensuring that governance standards are met within their teams.



About the position

Overview

The Director Executive and Corporate Services is a member of the Executive Management Team and as part of the Executive Team works to achieve VALS' goals and objectives.

The position is responsible for ensuring mechanisms are in place to support high standards of internal and external governance. The position requires efficient management, leadership and development of staff and resources within the section as well as contribution to broader organisational leadership, participation in formulation of strategic directions and plans, setting priorities and advising on resourcing. The Director Executive and Corporate Services provides advice and recommendations ensuring it can effectively perform its governance and fiduciary duties.

The Director Executive and Corporate Services position reports directly to the CEO and has responsibility to oversee 3 areas of the organisation:

1. Human Resources
2. Quality Improvement (Accreditation, Quality, Privacy Control, Complaints) and,
3. Office Services.

Key Performance Indicators, Duties & Responsibility

1. Directly and through appropriate delegation:
 - a. Manage, guide, mentor and where appropriate, train staff in the relevant section
 - b. Provide appropriate information to the Board and management to ensure excellent governance and management of the organisation
 - c. Oversee the work of all subordinate staff directly and/or indirectly through appropriate delegation.
2. Directly and through appropriate delegation oversee the preparation of appropriate materials to ensure all compliance, accountability and fiduciary responsibilities are met.
3. Ensure adherence to all relevant organisational policies with particular focus on good governance and management; ensure quality and accreditation standards are being met including service delivery and stakeholder engagement.
4. Ensure that the organisation and its staff meet their professional and ethical obligations, adhering to all legislative and contract requirements.
5. Take an active, corporate and constructive role as a member of the Executive Management Team and other related functions.
6. Provide input on the development of the Executive and Corporates Services budget and manage its implementation.
7. Liaise with community and other stakeholders to promote the commitments and work of the organisation and establish systems and processes to ensure effective internal and external communication occurs.
8. Support the Policy and Communications work of VALS.
9. Initiate, develop and maintain effective working relationships with key interest groups, major stakeholders and partners of the organisation to advance our work and strategic directions
10. Ensure that VALS human resource obligations are met and support management and staff to deliver effective human resource management.



11. Prepare high level briefings, reports and presentations to the Board, and Chief Executive Officer as required.
12. As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training

Personal accountability

1. Compliance with all VALS Values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
2. Demonstrate a commitment to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their background, ability, ethnicity, gender identity, sexual orientation or religion
3. Ensure appropriate use of resources
4. Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
5. Take reasonable care for your own health & safety, and health and safety of others (to extent required)
6. Promptly respond to and report health and safety hazards, incidents and near misses to management.
7. Attend mandatory training sessions (ie. equal employment opportunity, health and safety, cultural safety) and mandatory training specific to position.

Key Selection Criteria

1. Extensive professional experience in management, particularly people management / executive and corporate services with an understanding of law.
2. Hold at minimum an undergraduate law/business or other relevant degree with a minimum of three years of relevant experience.
3. Comprehensive understanding of the issues confronting Aboriginal people in relation to the delivery of legal services and associated issues.
4. Demonstrate cultural sensitivity and a commitment to Aboriginal and Torres Strait Islander peoples, access to justice principles and human rights standards.
5. Demonstrated achievements in and a thorough understanding of best practice standards of governance and the planning and provision of support to governance committees and management.
6. Demonstrated experience in the development, informing and delivery of training to staff, community and stakeholders.
7. Capacity to liaise with Government and non-government organisations on legal and associated issues relevant to the Organisation.
8. Capacity to represent the organisation at a range of forums relevant to organisation at local, regional, state, national and international levels.
9. Demonstrated capacity to work in an environment of continuous improvement, innovation and change.
10. Demonstrated ability to work as part of an executive management team and develop strong working relationships within a multi-skilled and multi-discipline working environment.
11. Demonstrated computer literacy skills and proficiency using the Microsoft Office and other relevant software.



12. Ability to work with Aboriginal and Torres Strait Islander peoples and acknowledge their diverse backgrounds, personalities and varying needs and the unique cultural ways in which they may be expressed
13. Experience working in the non-profit sector.

Key Capabilities

- Plans and prioritises work - manages competing demands
- Adheres to organisation policies and procedures
- Is approachable, accessible and responsive
- Uses and manages email appropriately
- Listens attentively - shows empathy when appropriate
- Gathers relevant facts through research and interview skills
- Is a trusted advisor

Mandatory Requirements

On offer of this position, you must provide:

- a copy of your current Employee Working with Children card
- a copy of your current Victorian Driver's License
- you will be required to complete a current Criminal History Police Check
- proof of rights to work in Australia, i.e. a copy of an Australian Passport, Birth Certificate or Immigration VISA documentation

How to apply

Please send your resume together with a covering letter which addresses the **Key Selection Criteria** (found within the position description) to jobs@vals.org.au

Acceptance on position offer

I understand and am clear of the position expectations and requirements

Name: _____

Signature: _____

Date: _____