**Community Coronial Advocate and Support Officer**

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

|  |  |
| --- | --- |
| **Contract type** | Full time 12-month fixed term contract |
| **Salary range** | $62,476 to $69,844 commensurate with experience |
| **Location** | Redfern |
| **Submit applications to** | Gemma Campagna  Deputy Principal Solicitor (Coastal)  **E** [gemma.campagna@alsnswact.org.au](mailto:gemma.campagna@alsnswact.org.au)  **T 02 9213 4100** |
| **Applications close** | 7 February 2022 |
| **Recruitment notes** | 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.  It is a condition of employment that All ALS employees are required to be fully vaccinated against COVID-19  The position offered to the Employee is subject to the Employee agreeing to a Police Check and a Working with Children Check. |
| **Employee benefits** | ***Salary Sacrificing***  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).  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.  Salary Sacrificing is dependant on the Employee’s personal circumstances, the ALS cannot provide financial advice. |
| **Application sections and checklist** | Before submitting your application please make sure you have completed all the requirements of the application.   1. Completed ALS Application Form 2. Cover Letter 3. Up to date Resume / Curriculum Vitae (CV) 4. A statement detailing how you meet the selection criteria 5. A copy of your current driver’s license 6. A copy of your Working With Children’s Check 7. Covid-19 vaccination certificate   Incomplete applications or applications that do not address the essential criteria will not be considered. |
| **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** |  |
| **Have you attached a copy of your current drivers’ licence?** | ***Yes***  ***No*** |
| **Have you attached a copy of your COVID-19 vaccination certificate** | ***Yes***  **No** |
| *Due to the nature of our work many of our positions require Employee’s to obtain and maintain a satisfactory Working with Children Check, National Police Check and a Criminal Police Check.* | |
| **Do you consent to undertaking a Police Check?**  *Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.* | ***Yes***  ***No*** |
| **Do you consent to undertaking a Working with Children Check?** | ***Yes***  ***No*** |
| *All employees must provide details of two (2) Referees who are able to provide feedback on your past employment experience.*  *If you do not have an employment references, please provide the details of 2 people who are able to act as a Referee. These people should not be relatives.* | |
| **I give consent to the ALS contacting the Referees listed below in relation to my application** | ***Yes***  ***No*** |
| *If you have answered “No”, please provide a reason* |  |
| **Referee One** | |
| **Name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Working relationship** |  |
| **Referee Two** | |
| **Name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Working relationship** |  |

|  |  |
| --- | --- |
| **How did you hear about this position?**  *For example:*  *ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc* |  |

****

**POSITION DESCRIPTION**

**Community Coronial Advocate and Support Officer**

fulltime, FIXED TERM ROLE (12-month contract)

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

**PRIMARY OBJECTIVE**

The primary responsibility of the Community Coronial Advocate and Support Officer is to provide support, assistance and advocacy to families throughout the Coronial Inquest process.

**REPORTING RELATIONSHIPS**

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO).

The positionreports to the Coronial and Trial Advocate. This position plays an important role within the ALS shared services function and will be required to work closely and collaboratively with the broader team.

**ORGANISATIONAL ENVIRONMENT**

The ALS aims to provide culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT.

The ALS is committed to achieving justice for Aboriginal people and the Aboriginal community. The ALS remains committed to being community focussed; being fearless in our advocacy; accountable and ethical and aiming to make a difference to create better futures; while also acknowledging and respecting Aboriginal traditional values and cultural practices.

The ALS is a public company limited by guarantee and a registered charity.

**KEY COMMUNICATIONS**

This position requires a hands-on, practical and flexible approach to problem solving, excellent communication and organisational skills and the ability to act autonomously and within a team environment.

***Internal*:** Theposition holder will liaise closely with the ALS Solicitors and support staff members on a day to day basis.

***External*:** Externally the position holder will be required to establish and maintain relationships with Coronial Inquest participants,

**Key Responsibilities and Accountabilities**

Perform responsibilities to a high standard within agreed timelines and in line with ALS vision, mission and values.

Key responsibilities include, but are not limited to:

* Provide a range of culturally appropriate support services and guidance to families throughout the Coronial Inquest process
* Communicate with and effectively supporting, Aboriginal clients who may present as distressed, when the legal concepts involved are complex and difficult for the client to understand
* Consider and participate in strategic issues for advocacy and law reform
* Maintain a comprehensive understanding of best practice Aboriginal community engagement
* Participating in relevant committees, community groups, government and non-government meetings as requested
* Maintain confidentiality
* Undertake relevant related administrative requirements, including maintaining files in an orderly and professional manner, including the recording of all data for statistical purposes
* Assist solicitors as required in maintaining client files, court diaries and appointment diaries and assist in the recording of client information and the preparation of client statistical information, as requested
* Effectively utilising systems and technology which have a significant impact on the legal practice including; adapting to new, and enhancing the use of current, systems and technology
* Submitting accurate work reports in writing to the appropriate manager in a timely manner (both routine and ad-hoc reports as required)
* Effectively managing your time in delivering service and meeting the expectations of your position
* Developing and maintaining good negotiation and communication skills and where appropriate assisting, guiding and supporting other staff
* Working collaboratively as a team member
* Ensuring the lawful achievement of ALS core business objectives to the highest standards of probity and efficiency, and with due reference to the interests of all stakeholders
* Maintaining and enhancing professional competence, keeping abreast of legal developments, changes in ALS policies, systems, guidelines, practices and community needs
* Demonstrating continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities, directors and staff. Continuing to learn about the customs and history of local Aboriginal and Torres Strait Islander communities
* Identifying professional development and training needs
* Ensuring all duties and activities are carried out in an ethical manner, complying with ALS policies, procedures and any other applicable guidelines or legislation

**KNOWLEDGE, SKILLS AND EXPERIENCE**

***Essential Criteria***

To be successful in this position you will need to demonstrate:

* Aboriginality - this is an identified position under Section 14 (d) of the *Anti-Discrimination Act, 1977*.
* Demonstrated commitment and capacity to promote the rights interests and aspirations of Aboriginal people.
* Demonstrated experience in community engagement in an Aboriginal community context.
* Excellent interpersonal and oral communication skills with the ability to build effective relationships with Aboriginal peoples and communities and to collaborate to achieve their objectives.
* Effective administration and project management skills with well-developed time management skills to plan workload, prioritise and meet deadlines.
* Good working knowledge of technology, such as Microsoft Office and databases.
* Demonstrable personal drive, integrity, and capacity to work in a team
* Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.
* A willingness and ability to travel to regional, metropolitan, and interstate locations for work purposes.
* Double vaccinated against COVID-19

***Desirable Criteria***

* Knowledge and understanding of the Coronial Inquest process.