**Manager, Moree Justice Reinvestment**

**Just Reinvest NSW**

***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 24-month contract (with possibility of extension) |
| **Salary**  | $120K - $138K subject to candidate experience |
| **Location** | Moree NSW |
| **Submit applications to** | **Alanna Reneman**Operations Manager, Just Reinvest NSWalanna@justreinvest.org.au  |
| **Applications close** | 5:00 pm Tuesday 22 February 2022 |
| **Recruitment notes** | ***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.*** 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.The position offered to the Employee is subject to the Employee agreeing to a Police Check and a Working with Children Check. It is a condition of employment at the ALS to be double vaccinated against COVID -19. |
| **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 responding to how you meet the selection criteria
3. Up to date Resume / Curriculum Vitae (CV)
4. A copy of your current driver’s license
5. A copy of your Working With Children’s Check
6. Your COVID-19 Vaccination certificate

Incomplete applications will not be accepted.  |
| **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*** |
| *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**

**Manager, Moree Justice Reinvestment**

**Justice Reinvest NSW**

Full-time 24-month contract (with possibility of extension)

***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 Manager, Moree/Mt Druitt Justice Reinvestment is to support the ongoing delivery and enhancement of the justice reinvestment initiative in Moree.

This will include building an understanding of justice reinvestment, supporting local capability building and leadership, supporting community collaboration and data-driven decision making, and leading and managing site-based team.

**Reporting Relationships**

The position reports to the Manager, Engagement & Partnerships, Just Reinvest NSW.

Local site-based team will report to this position on a day-to-day basis.

The position holder is a member of the broader Just Reinvest NSW team and as such will collaborate with the team to deliver high quality outcomes.

**Organisational Environment**

**Just Reinvest NSW**

Just Reinvest NSW supports Aboriginal communities to explore and establish justice reinvestment initiatives and advocates for systemic changes that build safer and stronger communities. It began in 2011 as a strategic initiative of the ALS. The small team is guided by an Executive of Aboriginal and non-Indigenous people and supported by a network of champions, youth ambassadors and supporters across the corporate, government and not for profit sectors.

Just Reinvest NSW collaborated with the Bourke community to support the establishment of Maranguka using a justice reinvestment framework and continue to support its important work. We are also working closely with members of the Aboriginal communities in Mount Druitt and Moree to support a justice reinvestment approach in those areas.

Just Reinvest NSW is auspiced by the Aboriginal Legal Service NSW/ACT.

**Justice Reinvestment**

Justice reinvestment is a way of working that is led by the community, informed by data and builds strategies to address issues at a local level. The aim is to redirect funding away from prisons and into communities that have high rates of contact with the criminal justice system, through both community-led initiatives and state-wide policy and legislative reform.

**The Aboriginal Legal Service NSW/ACT**

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. It is committed to achieving justice for Aboriginal people and the Aboriginal community. The ALS is a public company limited by guarantee and a registered charity.

**Key Communications**

This is a key position within the ALS and the Project and high level plain English written and oral communication skills are essential to meeting the requirements of the role, as well as a hands-on practical and flexible approach to problem solving.

***Internal*:** Theposition holder will liaise closely with the Manager, Engagements & Partnerships, Operations Manager and site-based team based in Moree, as well as interact collaboratively with broader Just Reinvest NSW team members.

The position holder will also maintain communications and relationships/partnerships with key staff of the ALS as required, in particular in relation to community-based circuit-breaker initiatives.

***External*:**

* establish and maintain regular contact and engagement with Moree community members and service providers;
* liaise with and maintain Just Reinvest NSW’s partnerships with external consultants and project stakeholders as required;
* build and maintain positive contact and relationships with relevant government service providers at a local and state level;
* continue to maintain and build strong partnerships with external legal professionals and justice bodies to further the legal and related needs of our justice sector work;
* support Just Reinvest NSW’s relationships with relevant funders of site-based work.

**Key Responsibilities and Accountabilities**

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

The JR Manager will be the local lead for community-led justice reinvestment in Moree with oversight of initiatives that address drivers into the criminal justice system.

Key responsibilities include, but are not limited to:

* lead strengths-based approaches to community-led systems change;
* identify, support and build site-based team capability and community leadership;
* manage and support site-based team in working with the local community to create strong, trusted relationships and support better understanding of community-led justice reinvestment;
* manage and support site-based team to work alongside the Moree community to develop community goals and ‘circuit breakers’ to reduce the rate of young people’s contact with the criminal justice system and the underlying drivers of interactions with the criminal justice system;
* support community collaboration during data collection, facilitate community and data-driven decision-making processes to ensure they align to priority areas and goals alongside ensure all data work is informed by Indigenous Data Sovereignty principles and practices;
* foster the site-based team within Moree by managing their human resources needs and providing opportunities for them to use their expertise and lived experiences to improve place-based community engagement and broader advocacy;
* provide leadership, management and guidance to the site-based team members including but not limited to:
	+ provide coaching, mentoring and guidance;
	+ manage HR cyclical activities including developing workplans and conducting performance reviews;
	+ effectively manage performance to ensure all employee are delivering against their position description;
* attend and participate in management meetings, seminars, workshops, training and development activities as required;
* ensure compliance with the ALS’s policies and workplace health and safety legislation,
* develop and maintain stable, productive, professional and collaborative intra-office working relationships between all team members;
* participate in and support Just Reinvest NSW’s efforts in pursuing funding to ensure it has sufficient resources to operate effectively and enable the development of new initiatives.

**Knowledge, Skills and Experience**

***Essential Criteria***

* Demonstrated understanding of the justice system and its impacts on Aboriginal and Torres Strait Islander peoples;
* A good understanding of the rationale and practice of community-led justice reinvestment;
* Experience working with Aboriginal and Torres Strait Islander communities;
* Demonstrated well-developed community engagement and facilitation skills;
* A commitment to Aboriginal self-determination, community leadership and empowerment;
* Willingness to design and deliver, in partnership with the Moree community, a vision and solution to change systems holding disadvantage in place;
* Ability to work independently, to apply sound judgment when dealing with matters and proven experience in managing projects and delivering outcomes within strict timeframes;
* Strong people management skills and experience leading staff and volunteers;
* Excellent interpersonal skills, including the ability to influence communities, people, organisations and government;
* Well-developed oral and written communication skills;
* Excellent problem-solving skills, self-motivated with ability to work with minimal supervision and ability to work as part of a team;
* Ability and willingness to travel and work in different locations;
* Demonstrated commitment to the effective implementation of Workplace Health & Safety and Ethical and Diversity practices in the workplace.

***Desirable Criteria***

* Well-developed research and analytical skills;
* Experience and understanding of issues impacting Aboriginal people living in Moree;
* Experience working with young Aboriginal people interacting with the criminal justice system in Moree;
* Experience working with young people with lived experience of the criminal justice system.