

# **Community Engagement Project Manager Just Reinvest NSW**

**HEAD OFFICE**

**Temporary Fulltime  
(12 months)**

*Aboriginal and Torres Strait Islander Peoples are encouraged to apply*

**SEND TO** Ms Nicole Mekler  
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**Applications close 5:00 pm Friday, 3 August 2018**

## **PRIMARY OBJECTIVE**

The Community Engagement Project Manager (Just Reinvest NSW) is primarily responsible for working with targeted regional, remote and metropolitan Aboriginal communities by:

- Working and engaging with the selected communities to provide them with the information necessary to assist them to determine their suitability and readiness to adopt a community-led justice reinvestment approach;
- Providing relevant initial data collection and facilitating data-driven community decision making processes on priority areas and goals for reducing crime;
- Assisting and facilitating in developing community goals and 'circuit breakers' to reduce the rate of young people's contact with the criminal justice system and the causes of the offending behaviour of young people;
- Managing local consultants, traineeships and/or staff engaged to support the community-led initiatives in the set-up phase.

## **REPORTING RELATIONSHIPS**

The position reports directly to the Chair of Just Reinvest NSW.

The Community Engagement Project Support Officer reports to this position.

The position holder is a staff member of the Just Reinvest NSW team and as such will contribute together with other work colleagues in collaborative team work and team building.

## **ORGANISATIONAL ENVIRONMENT**

The Aboriginal Legal Service NSW/ACT Limited (ALS) is a public company limited by guarantee and registered charity. It is primarily funded by the Australian Government Attorney-General's department and managed by an Aboriginal Board and governed by the ALS Company. The Company consists of thirty Aboriginal people from NSW and ACT and Company members are elected for three-year terms and represent their community.

The ALS is one of the largest Aboriginal legal practices delivering legal services to Aboriginal people in Australia. With over 200 staff, we provide information and referral, legal advice and court representation in criminal law, family law and care and protection law to Aboriginal men, women and children in 22 offices across urban, regional and remote NSW and 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. We assist in criminal law, children's care and protection law, and family law and we provide information and referral for civil law matters. We also assist with community legal education, custody notification and prisoner through-care in the ACT, tenancy advocacy and community based programs/projects.

The ALS is committed to achieving justice for Aboriginal people and the Aboriginal community. This is achieved by: ensuring 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.

## **Just Reinvest NSW**

Just Reinvest NSW is a coalition of organisations and individuals that have come together to address the significant over-representation of Aboriginal young people in custody through a Justice Reinvestment framework.

Justice Reinvestment is a place-based, data-driven approach to justice that builds stronger communities by redirecting money that would be spent on prisons into early intervention, crime prevention and diversion.

In 2013, Just Reinvest NSW began a partnership with the Aboriginal community in Bourke to implement the first major Justice Reinvestment trial in Australia; the Maranguka Justice Reinvestment Project in Bourke. Just Reinvest is now starting to work with other Aboriginal communities to assist in determining their suitability and readiness in adopting a community-led justice reinvestment approach.

## **KEY COMMUNICATIONS**

This is a key position within the ALS and Just Reinvest NSW 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:** The position holder will liaise closely with the Just Reinvest Chair and interact daily with the other team members. Communication and relationship with key management and staff of the ALS may also be required.

**External:** Externally the position holder will be required to establish and maintain regular contact and engagement with the communities and with local consultants or staff. They will also be required to maintain positive contact and relationships with the relevant government service providers, law and justice bodies and other related project stakeholders.

## **CHALLENGES**

Major challenges faced by the position are:

- Facilitating and participating in and organising community participation and engagement;
- Managing community expectations;
- Engaging and managing local consultancy or staff;
- Fully understanding and explaining the scope and limitations of community-led justice reinvestment approach;
- Building the necessary communication engagement and interaction processes;
- The position holder operates with minimal supervision and is required to resolve problems relating to resources staff and service delivery issues, in consultation with Project Director;
- The position holder must manage work priorities in a varied work environment and ensure that community expectations are properly addressed;
- Maintain knowledge and information of current and or proposed local social community issues and trends which may impact upon the project, particularly those which relate to initiatives and amendments to policy and legislation.

## **DECISION MAKING**

The position holder makes decisions about prioritising allocated work, ensuring timely intervention and effective support. The position holder ensures that the general operations and Project service delivery issues are resolved consistent with the ALS policies, procedures and delegations of authority;

Decisions outside those delegated to the position holder must be referred to Just Reinvest Project Director. The position holder provides advice and support to Project Support Officer.

## **MAJOR ACCOUNTABILITIES**

- Liaising and engaging with communities that have approached Just Reinvest NSW and assisting them in determining their suitability and readiness to adopting a community-led justice reinvestment approach
- Managing and supervising the Community Engagement Project Support Officer
- Engaging and managing local consultants, traineeships and/or staff
- Providing relevant initial data collection and facilitating data-driven community decision making on priority areas and goals for reducing crime and the creation of a visual and community friendly format
- Assisting and facilitating in developing community goals and 'circuit breakers' to reduce the rate of young people's contact with the criminal justice system and the causes of the offending behaviour of young people
- Assisting communities in understanding what Justice Reinvestment is and its suitability and adoption within their community
- Supporting communities in using the Justice Reinvestment Community Toolkit
- Holding Justice Reinvestment community forums
- Assisting with preliminary community readiness work and implementing an evaluation mechanism into the role
- Developing and maintaining stable, productive, professional and collaborative intra-office working relationships between all team members
- Attending and participating in any management meetings, seminars, workshops and training and development activities as required
- Providing considered, independent, balanced and professional advice
- Ensuring all policies and practices are ethical and comply with the ALS's policies and workplace health and safety legislation and promote the establishment of equal employment and access in accordance with agreed statutory policy.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

### ***Selection Criteria***

- 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 community members and staff
- Demonstrated understanding of the justice system, its impacts on Aboriginal and Torres Strait Islander people and the need for community-led justice reinvestment initiatives
- Experience working with Aboriginal and Torres Strait Islander communities and well-developed community engagement and facilitation skills
- A commitment to Aboriginal self determination, community leadership and empowerment

- 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 and organisations
- Well-developed research, analytical, 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

**Job Notes:**

The successful applicant will need to have a willingness to drive in metropolitan and country locations as well as a willingness to travel by plane and stay overnight or longer to undertake outreach work or training, as required.

The position offered to the Employee is subject to the Employee agreeing he/she may be required to undergo:

- Criminal History Check
- Working with Children Check.

## EMPLOYEE BENEFITS

EMPLOYEE BENEFIT	BENEFIT DESCRIPTION
Salary grossed up due to Public Benevolent Institute status	<p><b>Salary Range</b> From \$82,864 approximately –(Grossed up \$91,286) to \$85,292 approximately –(Grossed up \$93,860)</p> <p>Tax concession of \$15,900 per FBT year (1 April to 30 March)</p> <p>Those with HEC/Help debts will be encouraged to seek tax advice before entering into these arrangements</p>
10% Superannuation	0.5% above the current ATO requirement
Hours per day	7 hours per day 9:00 am – 5:00 pm i.e. 35 hour week fulltime employees
6 days Special leave	Leave for culturally specific occasions, moving/relocating, family reasons and bereavement is allowed up to 6 days per year (total) for all Employees, plus an additional day for all Aboriginal staff on NAIDOC Day to acknowledge the Aboriginal community based nature of our organisation
Christmas Closure	A number of days depending on court closures plus public holidays. Paid without leave loading and <u>not</u> deducted from 4 weeks annual leave.
4 Weeks Annual leave	Paid with 17.5 % leave loading
Long Service Leave	13 weeks after 10 years service
Personal /Carers leave	10 days per year Previously known as sick leave
Study Leave	2 hours per week (if requirements are met)
Parental Leave	Between 2 and 6 weeks paid leave depending on length of service

### CHECKLIST FOR APPLICANTS:

1. Covering letter to application
2. A copy of an up-to-date CV
3. A statement responding to Selection Criteria
4. A copy of current Drivers Licence