



Community Engagement Officer Mt Druitt

Just Reinvest NSW
Mt Druitt and Paddington

Temporary (12 months) part-time position
(4 days per week)

APPLICATIONS TO: Alanna Reneman
Office Manager & Data Support

EMAIL: alanna@justreinvest.org.au

PHONE: 0449 848 859

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.

Applications close at 5 pm
Monday 20 July 2020

HOW TO APPLY - CHECKLIST

Please make sure your application includes the following:

- A cover letter identifying your interest in the position and suitability to each of the Selection Criteria (see below).
- An up-to-date Resume/CV.
- The ALS Application form completed and signed.
- Photo identification (such as a copy of your Driver's Licence).
- Written references and/or contact details of two Referees.
- Confirmation of Aboriginality (see below).

ESSENTIAL CRITERIA

1. Knowledge, appreciation and respect for the cultural and social needs of Aboriginal people.
2. Experience working with and alongside Aboriginal communities.
3. Demonstrated ability to work with stakeholders to create strong, trusted relationships.
4. Sound written skills
5. Demonstrated ability to work independently and as part of a team.
6. Flexibility and ability to manage varied and conflicting demands to agreed standards and timelines
7. Ability to use Microsoft Office software - Excel, Word and PowerPoint.
8. Current NSW drivers' licence

DESIRABLE CRITERIA

- Experience working with young people
- Experience working with Aboriginal people in Western Sydney
- Experience planning and implementing community engagement strategies
- Ability to travel across NSW

NOTES RELATING TO CRITERIA AND SELECTION PROCESS

- The successful applicant will need to drive across metropolitan and regional locations
- Just Reinvest NSW is auspiced by the Aboriginal Legal Service (ALS). The ALS manages all human resources administration, policies and procedures relating to the role.
- Employment may be subject to a:
 - Criminal History Check
 - Working with Children Check
- We will not consider or offer interviews where an application is incomplete or each of the selection criteria is not addressed.
- Confirmation of Aboriginality should ideally be a letter from your Local Aboriginal Land Council (LALC) or a registered Aboriginal community organisation however if this is not possible you may include a Statutory Declaration and reason as to why you could not provide a letter.

PRIMARY OBJECTIVE

Just Reinvest NSW works alongside communities to support a justice reinvestment (JR) approach to lowering interactions of young people with the criminal justice system and create better outcomes for young people and their families. Just Reinvest NSW's approach is to support place-based and data-driven initiatives that are devised and driven by the community.

We are looking for a person with a passion for Mt Druitt and who wants to be part of working towards local Aboriginal and Torres Strait Islander community-led change. We have created a 12-month temporary **Community Engagement Officer** position to support our work in the Mt Druitt region of Western Sydney. The role of the Community Engagement Officer is to explore whether and how a community-led justice reinvestment approach to lowering interactions with the criminal justice system may work in Mt Druitt.

The Community Engagement Officer will use their experience and understanding of Mt Druitt to:

- work with community members, community organisations, services, government and other stakeholders to help build a better understanding of justice reinvestment;
- explore how a justice reinvestment approach might support the Mt Druitt community;
- support local Just Reinvest NSW and other related projects and initiatives that help lower interactions of young people with the justice system.

A focus of this role is to ensure the experiences, expertise and aspirations of young Aboriginal people in Mt Druitt are at the centre of the engagement work.

THE RESPONSIBILITIES OF THE POSITION INCLUDE:

- Working with the Mt Druitt community to create strong, trusted relationships and support better understanding of community-led justice reinvestment.
- Engage and support partnerships in Mt Druitt with key community groups and stakeholders including youth services and emerging young leaders.
- Work with the Just Reinvest NSW team to plan and implement community engagement and communications strategies in Mt Druitt. This may include creating and distributing communications materials.
- Work closely with, and support Just Reinvest NSW's Mt Druitt Youth Engagement Officers and Youth Ambassadors.
- Support emerging community-led justice reinvestment initiatives in other communities, as required.

PERSONAL ACCOUNTABILITY

1. Compliance with the values, code of conduct, policies and procedures and relevant government legislation and standards applicable to employees of the Aboriginal Legal Service NSW/ACT (the ALS)
2. Work collaboratively with community leaders and other key stakeholders.
3. Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
4. Demonstrate ethical and professional conduct.
5. Positive attitude that drives the collaborative efforts of the communities in NSW exploring and implementing community-lead justice reinvestment initiatives.
6. Obtain a current Working with Children Check

REPORTING RELATIONSHIPS

The position reports directly to the Manager, Community Engagement and Partnerships at Just Reinvest NSW.

ORGANISATIONAL ENVIRONMENT

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 NSW works and collaborates across individual, community, service system and partnership levels. The data and research needs of Just Reinvest NSW will include the data and research across the domains of the legal system, health, psychosocial well-being, program design, co-design and sustainability and cultural competency – with a focus on improving the well-being of Aboriginal young people, their families and the communities in which they live, work and thrive.

Just Reinvest NSW is now exploring readiness for a community-led justice reinvestment approach in other communities, including Mt Druitt.

Aboriginal Legal Service

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.

KEY COMMUNICATIONS

The position holder will liaise regularly and closely with the Just Reinvest NSW team as well as local justice reinvestment Engagement Officers and consultants in the emerging justice reinvestment sites.

EMPLOYEE BENEFITS

EMPLOYEE BENEFIT	BENEFIT DESCRIPTION
Salary grossed up due to Public Benevolent Institute status	<p>Salary Range From \$66,465 approximately (Grossed up \$74,880) to \$74,972 approximately (Grossed up \$83,408)</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

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

- Please complete this form using either BLOCK capitals, typewritten format or electronically.
- A CV or Resume will not be accepted as a substitute for this form.
- This form must be signed and dated.
- The ALS reserves the right to exclude any application from the selection process when the instructions outlined on this form have not been followed.

PERSONAL DETAILS

First Name: _____
Surname: _____
Title: _____ Date of Birth (optional): _____
Address: _____

Telephone (Evening): _____ Telephone (Day): _____
Telephone (Mobile): _____
Email: _____
Please provide full details of any previous names: _____

POSITION APPLIED FOR: _____

How did you hear about the job vacancy? _____

Please give details - eg ALS website, friend, community noticeboard, Facebook etc

DRIVERS LICENCE

Do you have a current valid Driver's Licence? Yes No

If yes, please provide a copy of your Driver's Licence with this Application Form.

HEALTH

Do you have any medical conditions or disabilities which the ALS should be aware of? This question is asked to enable consideration to be given to the provision of **CONFIDENTIAL** assistance to you, if you request such assistance. This would be to your benefit in the event of an emergency. (Optional)

CONVICTIONS

Have you been charged or convicted of a criminal offence, a child related offence, or a domestic violence offence? Yes No

If yes, give details:

Please provide all details if you are currently subject to any Court Order (including an Apprehended Violence Order or interstate/overseas equivalent).

NOTE: convictions for some offences may not be a barrier to obtaining employment with us.

REFEREES

Please give details of two Referees. They must be over 18 years and not related to you. (Please note your referees may be contacted prior to any interview being offered. This does not guarantee an interview being offered).

Referee One:

Name: _____

Address: _____

Phone: _____

Email (Essential): _____

Relationship: _____

Referee Two:

Name: _____

Address: _____

Phone: _____

Email (Essential): _____

Relationship: _____

A WRITTEN REFERENCE FROM THE TWO REFEREES IS PREFERRED.

DECLARATIONS

I hereby certify that the information I have provided on this form and in the attached documents is true and correct in every respect.

I hereby certify that if I am successful in obtaining a placement at ALS, I will comply with all lawful and reasonable directions from my manager.

I hereby certify that by signing this application form that I authorise the ALS to contact either by letter, telephone or any other means, any person/organisation that the ALS considers necessary to confirm any of the information I have provided in this application form. I also acknowledge that, if necessary, the ALS may need to obtain other information about me, for example conducting a Criminal Reference Check / Working with Children Check.

I understand that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated.

Name: _____ Dated: _____

Signed _____