

## Manager, Mt Druitt Justice Reinvestment



Position Basics	
<b>Position title</b>	Manager, Mt Druitt Justice Reinvestment
<b>Location</b>	Mt Druitt, NSW
<b>Term of employment</b>	Full time (24-month contract)
<b>Remuneration</b>	\$120k – \$138k (depending on experience)
<b>Salary sacrificing</b>	At the time of advertising, JRNSW is deemed to be a Public Benevolent Institution. As a result, JRNSW currently offers the option of salary sacrificing a portion of an Employee’s salary ( <b>salary packaging</b> ). 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 dependent on the Employee’s personal circumstances, JRNSW cannot provide financial advice.
<b>Identified position</b>	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.
<b>Direct report</b>	Chief Executive Officer

### Organisational environment

Just Reinvest NSW (**JRNSW**) supports Aboriginal communities to explore and establish justice reinvestment initiatives and advocates for systemic changes that build safer and stronger communities.

- Our goal is to reduce the number of Aboriginal and Torres Strait Islander peoples in contact with the criminal justice system in NSW; and
- our approach is to work alongside Aboriginal communities to find place-based, community-led and data driven solutions, such as local ‘justice circuit breakers’, with a particular focus on better outcomes for young people.

This place-based approach informs our broader policy and advocacy work. JRNSW currently partners with the Bourke, Moree and Mt Druitt communities and is guided by an Executive of Aboriginal and non-Aboriginal peoples. We are also supported by a diverse network of people and organisations across the corporate, government and not for profit sectors.

### Position purpose

The Manager will be the local lead for the ongoing delivery and enhancement of the justice reinvestment initiative in Mt Druitt, providing oversight of initiatives that address drivers into the criminal justice system. 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 the site-based team.

## Working relationships

### Internal

**Direct report:** Currently the position reports to the Chief Executive Officer, JRNSW (Sydney-based). However, Just Reinvest NSW (JRNSW) is currently undergoing a structural reorganisation. After recruitment is complete, this position will report to the Director of Community Led Change (which is also an identified position).

**Close working relationships:** The Mt Druitt site-based team will report to this position on a day-to-day basis. Currently this includes the Community Engagement Officer and our Youth Ambassadors. The Manager will also be involved in the recruitment of a Community Data Lead, Youth Lead, Youth Support Worker and Administration Officer who will join the team as soon as possible.

The position holder is a member of the broader JRNSW team and as such will collaborate with the other site-based teams as well as the team in the Sydney office to deliver high quality outcomes and to achieve the organisation's strategic goals.

### External

The position holder will build and maintain relationships with Mt Druitt community members and service providers, JRNSW's strategic partnerships, funders, external consultants, and project stakeholders, relevant local and state government service providers, alongside external legal professionals, and justice bodies to further the legal and related needs of our justice sector work. A diverse range of external stakeholders, including project consultants, indigenous community members, government departments and the JRNSW Executive Committee, members, and partners.

## Responsibilities and accountabilities

### Key Result Area:

#### Key responsibilities

The Manager of Mt Druitt Justice Reinvestment will perform their responsibilities to a high standard within agreed timelines and in line with the JRNSW vision, mission, and values.

Key responsibilities include, but are not limited to:

**(1) Foster local leadership and build a supportive work environment for staff, including:**

- identify, support, and build site-based team capability and community leadership; and
- provide leadership, management, and guidance to the site-based team members.

**(2) Manage engagement with Aboriginal community members for the ongoing delivery and enhancement of the justice reinvestment initiative in Mt Druitt, including:**

- lead strengths-based approaches to community-led systems change;
- manage and support site-based team in partnering 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 Mt Druitt 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; and

- provide opportunities for the site-based team to use their expertise and lived experiences to improve place-based community engagement and broader advocacy.

**(3) Contribute to whole of team responsibilities, including:**

- support funding opportunities;
- support professional development opportunities;
- participate in meetings and training;
- develop strong intra-office working relationships;
- event planning; and
- information coordination between JRNSW team and Executive Team when required by CEO.

#### Key accountabilities

- Creation of a clear strategy and work plan for the Mt Druitt team in line with community goals and JRNSW's strategic plan;
- Supervision of staff activities, resources, and workflows to ensure staff feel supported and work is completed in line with JRNSW's internal policies, procedures, mission, and values;
- Sharing of information in a timely manner within the Mt Druitt team, to the leadership team and through regular reporting to donors and other philanthropic partners;
- Demonstration of technical knowledge and expertise about community-led justice reinvestment and the JR process in Mt Druitt.

#### Key performance indicators

- Development and implementation of clear workplans for the Mt Druitt team;
- Development and implementation of community goals and 'circuit breakers'; and
- Regular reporting to donors and other philanthropic partners in a timely manner.

## Selection Criteria

### Essential criteria

- Knowledge and appreciation of the cultural and social needs of Aboriginal people including a commitment to Aboriginal self-determination, a demonstrated understanding of the justice system, and its impacts on Aboriginal and Torres Strait Islander people;
- Understanding of the need for community-led justice reinvestment initiatives alongside a continuing respect and support for Aboriginal cultural practices in dealing with community members and staff;
- Extensive experience working with Aboriginal and Torres Strait Islander communities and well-developed community engagement and facilitation skills;
- Willingness to design and deliver, in partnership with the Mt Druitt community, a vision and solution to demonstrate 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; and
- Ability and willingness to travel and work in different locations.

### Desirable criteria

- Tertiary qualifications and/or equivalent professional experience at a senior level;

- Experience in the not-for-profit or related sector;
- Well-developed research and analytical skills;
- Experience and understanding of issues impacting Aboriginal people living in Mt Druitt;
- Experience working with young people with lived experience of the criminal justice system; and
- Ability to interpret and use community and traditional data sets.

### Effective date

Approved By	Chief Executive Officer
Review Date	06/05/2022

It is important to note and recognise that no position description can completely capture the complexity of tasks required. Therefore, this position description should not be seen as limiting, as we acknowledge that there will be other tasks, not outlined above, that may be required from time-to-time.

All positions evolve and change over time, and we commit to regularly review and update position descriptions to accurately reflect the contribution of employees.