

| Position Basics | |
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| Position title | Director of Policy and Impact |
| Location | Sydney, NSW |
| Term of employment | Full time (24-month contract) |
| Remuneration | \$145k – \$160k (depending on experience) |
| Salary sacrificing | 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 (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 dependent on the Employee’s personal circumstances, JRNSW cannot provide financial advice. |
| Identified position | 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. |
| Direct report | 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 Director of Policy and Impact leads the data, policy, advocacy, and research functions of Just Reinvest NSW (**JRNSW**). The Director also oversees the organisation’s Monitoring, Evaluation and Learning framework. This involves managing a team of policy and impact experts – the Policy and Impact Team – to develop processes and systems that deliver robust data information, policy analysis, thought leadership and understanding of the impact of justice reinvestment across New South Wales.

This position is a part of the JRNSW leadership team. The Director works closely with the Chief Executive Officer to provide management and leadership across the organisation, and to implement the Strategic Plan set by the Executive Committee.

Working relationships

Internal

Direct report: the position reports directly to the Chief Executive Officer, JRNSW (Sydney-based).

JRNSW is currently undergoing a restructure. Following the proposed restructure of existing positions and recruitment of new positions, the following positions will report directly to the Director of Policy and Impact:

- Data Analyst (Sydney based);
- Policy Officer (Sydney-based);
- MEL Consultant (Sydney based);
- Community Data and Policy Lead (Sydney based); and
- Project Officer (Sydney based).

Close working relationships: the position holder is a staff member of the JRNSW team and works collaborative across the organisation. The position holder is a member of the JRNSW leadership team and supports the Chief Executive Officer to manage the organisation as it implements the Strategic Plan.

The Director will interact with the Executive Committee, including by providing reports at meetings of the Committee in relation to the Policy and Impact Team.

External

The position holder will build and maintain relationships with other key strategic partners and organisations, including other non-government organisations, key state and federal government stakeholders and academic institutions.

Alongside the Chief Executive Officer, the Director will represent the organisation publicly through speaking engagements and the media.

Responsibilities and accountabilities

Key Result Area:

Key responsibilities

Key responsibilities include, but are not limited to:

1. Oversee monitoring, evaluation, learning and reporting, including:

- work closely with the Policy and Impact team and Community Data Leads to develop and implement effective data collection and analysis processes, a data platform and MEL frameworks;
- oversee community collaboration and share expertise in working with communities and community data to offer insights into how to better align community and data-driven decision-making processes with priority areas and goals, ensuring all data work is informed by Indigenous Data Sovereignty principles and practices; and
- liaise with the Grants Officer and Operations Manager to embed MEL into internal and external reporting

2. Develop and pursue research and policy priorities of JRNSW, including:

- lead the Policy and Impact team to develop and pursue JRNSW's policy and advocacy priorities, including overseeing specific research and policy projects which align to key policy priority areas;
- liaise closely with Community Data positions to elevate the voices and lived experiences of community into all policy, research and broader systems change work; and
- lead, in consultation with JRNSW's expert partnerships, the development of a fiscal mechanism of 'reinvestment'.

3. Act as the link between JRNSW and expert partnerships to further research and policy priorities, including:

- ongoing and active engagement with academic and expert stakeholder to explore and develop partnerships between these stakeholders and JRNS.

4. Exercising executive leadership and direct management of the Policy and Impact team, including:

- Act as the key contact for consultants and expert partnerships; and
- Support the capability, human resources, and professional development needs of all staff, with a particular focus on building the leadership of local Aboriginal peoples.

5. Contribute to whole of team responsibilities, including:

- Support funding opportunities;
- Support professional development opportunities;
- Participate in meetings and training; and
- Develop strong intra-office working relationships.

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, its impacts on Aboriginal and Torres Strait Islander people and the need for community-led justice reinvestment initiatives;
- Ability to identify and leverage opportunities to partner with expert partners that align with community-led justice reinvestment;
- Ability to work with minimal supervision, flexibility, demonstrated ability to exercise initiative and discretion and apply problem solving skills;
- Substantial experience in designing, planning, monitoring, reviewing, and reporting using sector tools such as Theory of Change and Logical frameworks;
- Experience and skill in guiding, advising, and training diverse groups on the design and use of MEL tools and processes;
- Some experience in conducting and/or managing reviews and evaluations of projects that use both Quantitative and qualitative monitoring and impact data;
- Knowledge and appreciation of Indigenous Data Sovereignty principles and practices;
- Ability to assess the needs and gaps in MEL capacity and plan programmes of work to build capacity in complex environments;
- Experience in the development of policy and strategic priorities, including overseeing specific research and policy projects;
- Experience in people management;
- Proven organisational and administrative skills combined with excellent oral and written communication skills; and
- Demonstrated commitment to the effective implementation of Workplace Health & Safety and Ethical and Diversity practices in the workplace.

Desirable criteria

- Masters level qualifications and/or equivalent professional experience at a senior level;
- Experience in the not-for-profit or related sector;
- Strong relationships within government and the press; and
- Current valid unrestricted NSW Driver's licence and a willingness to drive in metropolitan and country locations, travel intrastate and stay overnight or longer.

Effective date

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| Approved By | Chief Executive Officer |
| Review Date | 23/05/2022 |

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.