



Position Description – Rainbow Tick Accreditation Officer

Position:	Rainbow Tick Accreditation Officer
Team Leader:	Quality Improvement Coordinator
Director:	Director, Corporate and Executive Services
Salary:	\$70,000 (pro-rata) + Superannuation
Location:	Head Office - 273 High Street, Preston, Victoria This position may require regional and interstate travel
Employment type:	0.4 EFT (2 days per week) / Fixed term until 30 June 2021
	Please note: Aboriginal and/or Torres Strait Islander peoples are strongly encouraged to apply

About us

We were established as a community-controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.

The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria and Tasmania.

The Tasmanian operation was established in 2015, the Tasmanian Aboriginal Community Legal Service (TACLS), a semi-autonomous operation for Tasmania.



Our Values

Cultural Values

Our team commit to remember what we are here for, how our organisation came into being and ensure we are centred in the community. We are an organisation with a community focus for the benefit of the community.

Respect

We advocate for and demonstrate the right of every person to be treated with dignity and respect.

Compassion

We are aware of the issues and challenges facing Aboriginal communities and strive to ensure our organisation is part of resolving those issues and challenges.

Commitment

We believe everyone who works at or with VALS is committed to achieving better justice outcomes for Aboriginal communities.

Hope

We believe we will achieve change for Aboriginal communities. We expect our actions to have a positive impact on Government at all levels.

Integrity

We are steadfast in our adherence to our values. We take every measure to protect our clients' privacy.

We keep our word and stand by our commitments.

About the team

Executive & Corporate Services

The primary role of this section is to ensure that VALS exercises the highest standard of governance. It does this by ensuring the Board is equipped with the information and advice it needs to fulfil its governance and fiduciary duties and that the internal operations of the organisation meet governance standards.

This section does not directly undertake all elements of governance, many aspects of good governance are the direct responsibility of Finance and others fall in the Legal and Client Services areas.

This section develops systems, monitors and oversees processes to ensure that all members of the Executive Team take responsibility for ensuring that governance standards are met within their teams.

About the position

Overview

The Royal Commission into Family Violence (RCFV) highlighted the lack of LGBTIQ+ family violence service responses, noting that people from LGBTIQ+ communities can feel invisible in the family violence service system. It is acknowledged that Aboriginal LGBTIQ+ people are also dealing with overlapping forms of discrimination and power imbalances, including racism and homophobia and/or transphobia. This can increase barriers to access appropriate services and can compound the impact of family violence.



The RCFV made a recommendation for the Victorian Government funded family violence service providers to achieve Rainbow Tick accreditation. The Rainbow Tick is a national accreditation program that supports organisations to understand and implement LGBTIQ+ inclusive service delivery against six standards.

The Rainbow Tick Accreditation Officer will assist VALS in undertaking the accreditation process and work with the organisation as a whole; Board of Directors, Executive team and staff members to ensure the Rainbow Tick Accreditation requirements are applied across the organisation and its services.

Key Performance Indicators, Duties & Responsibilities

Project Delivery

- Develop, implement and monitor a sound project plan for the accreditation process,
- Develop, implement and monitor a communication and engagement strategy for the accreditation process,
- Develop, implement and monitor a risk management project plan for the accreditation process,
- Develop and assist in the implementation of policies, procedures, systems and supporting documentation that support the Rainbow Tick accreditation program,
- Establish the implementation of a sub-committee comprising a staff member from each program team to support the activities of the accreditation process,
- Coordinate regular opportunities for, and contribute to, information exchange with VALS staff and executive members through the life of the project,
- Provide regular reports to Team Leader and Director on the progress of the accreditation project process,
- Coordinate the undertaking of the accreditation assessment with QIP.

Communications and Relationships

- Develop and maintain strong working relationships with key internal and external stakeholders
- Actively engage with QIP support staff throughout the accreditation process,
- Attend and actively participate in the HOW2 Program, and
- Attend and actively participate in the ACCO Rainbow Tick Forum and associated meetings.

Internal Obligations

- Commitment to VALS's values and purpose,
- Adherence to VALS's policies and procedures,
- Attend and actively contribute at team and working group meetings
- Undertake other duties & responsibilities within the scope of the role as directed

Professional Development

- Participate in regular supervision meetings and performance reviews with the Team Leader and Director of Executive & Corporate Services and provide reports to the Director of Executive & Corporate Services to ensure accountability for areas of responsibility

Other

- As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.



Key Selection Criteria

Mandatory

1. Relevant tertiary qualifications or work experience (at least 3 years) in a similar position (for example politics, law, public policy, human resources).
2. High-level written and verbal communication skills relevant to the role such as experience writing policy documents, accreditation processes, implementing and monitoring change management processes.
3. Demonstrated advocacy, relationship-building and stakeholder engagement skills
4. Well-developed analytical skills and capacity to understand and apply research evidence, legislation and accreditation standards,
5. Ability to work autonomously and to collaborate in a small team environment
6. High level organisational and administrative skills and ability to prioritise workload, to work under pressure and meet deadlines
7. Demonstrated computer literacy skills and proficiency using the Microsoft Office and other relevant software

Desirable

1. Training or experience in the legal sector, particularly in areas of social justice and human rights
2. Understanding of the role of Aboriginal legal services and Aboriginal Community Controlled Organisations
3. Experience working in the non-profit sector.

Mandatory Requirements

On offer of this position, you must provide:

- a copy of your current Employee Working with Children card
- a copy of your current Victorian Driver’s License
- you will be required to complete a current Criminal History Police Check
- proof of rights to work in Australia, i.e. a copy of an Australian Passport, Birth Certificate or Immigration VISA documentation

How to apply

Please send your resume together with a covering letter which addresses the **Key Selection Criteria** (found within the position description) to jobs@vals.org.au

Acceptance on position offer

I understand and am clear of the position expectations and requirements

Name: _____

Signature: _____

Date: _____