



NATSILS

National Aboriginal and
Torres Strait Islander Legal Services

TRUE JUSTICE FOR OUR PEOPLE

NATIONAL ABORIGINAL AND TORRES STRAIT ISLANDER LEGAL SERVICES (NATSILS)

August 2022

POSITION DESCRIPTION

Position title:	JPP Policy and Research Administration Officer
Reporting to:	Executive Officer
Location:	Preference for applicants based in Melbourne, other states and territories will be considered This role may require interstate travel and irregular working hours
Salary:	80K – 90K Salary packaging available
Status of employment:	Full time
Identified Position:	Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Overview of NATSILS and the Justice Policy Partnerships (JPP)

The National Aboriginal and Torres Strait Islander Legal Services (NATSILS) is the national peak representative body for the Aboriginal and Torres Strait Islander Legal Services (ATSILS) around Australia.

Under the National Agreement on Closing the Gap, all Australian Governments and the Coalition of Peaks have agreed to establish Justice Policy Partnerships (JPP) at the national and state and territory levels to progress the commitment to reduce the incarceration rate of Aboriginal and Torres Strait Islander adults and young people.

The Justice Policy Partnership Secretariat will play a lead role in providing high quality administration and secretariat support services to the NATSILS JPP. Working closely with NATSILS's executive team and justice sector stakeholders to assist in the coordination of secretariat support to further the objectives of the JPP.

The work requires high levels of motivation, energy and a commitment to professional excellence.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

About the role

The JPP Policy and Research Administration Officer -

- Acting as a point of contact for the Secretariat;
- Providing administrative support to all staff in the Secretariat;
- Arranging teleconferences and face to face meetings of the JPP including travel and accommodation
- Preparing minutes, other correspondence and reports to support accountability to stakeholders
- Collate, analyse and present data and research to inform secretariat where required to further support the objectives of the JPP priorities
- Supporting the reconciliation of payments and budgets for the JPP
- Managing the Secretariat's databases
- Helping to develop and manage the JPP social media profile
- Supporting JPP lead engagement with Peaks and Independents
- Supporting the positive cohesion, management and motivation of the Policy and Secretariat Team
- Supporting the NATSILS JPP Secretariat and Chair as needed

Key Selection Criteria**Requirements**

- you will be required to complete a current Criminal History Police Check and obtain an Employee Working with Children card if successful
- proof of rights to work in Australia

Key Duties and Responsibilities

1. Knowledge and demonstrated understanding of the current legislation, policies and practices driving the overrepresentation of Aboriginal and Torres Strait Islander people in the criminal justice system.
2. Highly developed organisational skills and a demonstrated ability to effectively prioritise work and manage competing demands.
3. Excellent oral and written communication and presentation skills and the ability to prepare reports, submissions and discussion papers in a timely manner.
4. Demonstrated ability to work as part of a team and collaborate effectively in partnerships with key stakeholders.
5. Competent use of word processing and email software.
6. A current Working with Children Card and a current drivers licence.
7. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Acceptance

I understand and am clear of the position expectations and requirements

Name: _____

Signature: _____

Date: _____