



Njernda Aboriginal Corporation

## NJERENDA ABORIGINAL CORPORATION

### POSITION DESCRIPTION

#### Senior Strategic and Policy Liaison Officer (Aboriginal identified)

#### PURPOSE OF THE ROLE

The Senior Strategic and Policy Liaison Officer is responsible for providing high level strategic advice and support to the CEO, senior managers and other staff to ensure compliance with accreditation requirements the Corporation is subject to as well as ensuring the Corporation's policies and procedures are up-to-date and reflect best practice.

The Senior Strategic and Policy Liaison Officer will play a key role in supporting the CEO and senior staff to meet the Corporation's Strategic goals and objectives. They will have responsibility for strategic projects, policy development, research, stakeholder engagement, consultation and advocacy, and for supporting program staff to put in place processes to improve service delivery to and engagement with Njernda's clients.

The Senior Strategic and Policy Liaison Officer will work alongside others to promote the importance of Aboriginal Community Control and assist staff to develop responses and processes to meet the priority reform outcomes as set out in the National Agreement on Closing the Gap.

Position Details	
Position Title:	Senior Strategic and Policy Liaison Officer
Location / Department / Division:	51-55 Heygarth Street, Echuca Vic 3564
Reports to:	Executive Director Corporate Services
Positions reporting to this role:	NIL
Hours:	37.5 – Fulltime
Budget / Funding:	Project Code 101038
Award and Pay Level classification:	SCHADS Level: 7
Pay Point classification:	Pay Point: 3
Position Description last reviewed:	6 March 2025
Key Accountabilities	
<ul style="list-style-type: none"><li>▶ Providing high level and timely strategic advice and support to the CEO and other executives, management and Board of Directors.</li><li>▶ Lead and drive strategic planning and development and support CEO and Senior Management in implementing the Njernda's Strategic Plan.</li></ul>	

- ▶ Facilitating individual unit and whole organisation wide strategic planning workshops in collaboration with CEO, Executive Directors and managers.
- ▶ Developing, reviewing, monitoring, and updating Njernda's policies and procedures across the organisation, to ensure legal and funding compliance and meeting accreditation requirements and applicable standards.
- ▶ Provide high quality, proactive and professional administrative support to the CEO, senior managers and other staff in managing strategic governance arrangements to support achievement of program outcomes, as part of a continuous quality improvement process.
- ▶ Identify opportunities to partner and collaborate with broad range of stakeholders to develop and implement strategies to achieve our strategic goals.
- ▶ Management of various strategic projects, relating policy development, research, stakeholder engagement, consultation, negotiation, influencing, and collaborating with various program staff to put in place, processes that improve service delivery to Njernda's clients.

### Organisational Responsibilities

Positively promote Njernda within and externally to the organisation

Comply with the Njernda Code of Conduct

Each employee has a responsibility to comply and promote practices with all Njernda policies and procedures and familiarise themselves with those relevant to their position

Comply with relevant registration bodies mandatory continuing professional development requirements as applicable, but not limited to case reviews, staff meetings, planning forums, service reviews and the integration of client feedback

Carry out all work and interactions in alignment with Njernda values, including maintaining confidentiality

Commitment to ensuring a culture of child safety, preventing child abuse, and abiding by the child safety principles

Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position

Each employee has a responsibility to comply with and promote compliance with their industry standards and relevant regulatory requirements

Participate in performance appraisal and supervision processes

Follow all work / occupational health and safety policies and procedures associated with conducting activities on or offsite

### Njernda Values

All staff are expected to behave in a way that is in alignment with our values:

#### Respect



Establish relationships based on respect and trust.  
Treats people with dignity, fairly and openly.  
Demonstrates personal standards of consistency, tolerance and patience.

#### Accountability





Taking ownership and initiative of Njernda values to ensure trusted collaborations are formed.  
Be thoughtful of the impact of one's own behaviour on others.

#### Resilience



Encouraging cultural and spiritual growth to enable personal growth

<b>Advocacy</b> 	Working to transform the disadvantaged and challenge the causes that impact on our community.
<b>Cultural Sensitivity</b> 	Welcoming and serving our community with understanding and without judgement.

<b>Key Relationships</b>	
<b>Internal</b>	<b>External</b>
Chief Executive Executive Directors Department Managers HR and Finance teams Board of Management	Community Funding bodies State and Commonwealth government agencies and departments VACCHO and other ACCHO's
<b>Selection Criteria</b>	
<b>Essential:</b>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in either Education or public policy or management (or similar) or significant equivalent experience working in Aboriginal Health Organisations.</li> <li>• Relevant advanced qualifications are advantageous.</li> </ul>	
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Proven ability to conduct detailed research, analyse data and synthesise and present written information in a compelling form for a range of purposes, including strategic plans, policy briefs, procedures, reports and delivery of workshops.</li> </ul>	
<ul style="list-style-type: none"> <li>• Proven ability to develop evidence-based policy solutions, with clear recommendations and advice</li> </ul>	
<ul style="list-style-type: none"> <li>• Strong analytical and strategic thinking skills including the capacity to identify options and propose solutions with relevance to implementing and developing culturally appropriate approaches and practices.</li> </ul>	
<ul style="list-style-type: none"> <li>• A high level of attention to detail and a systematic approach to completing tasks</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills.</li> </ul>	
<ul style="list-style-type: none"> <li>• A collaborative co-operative approach to working as part of a team</li> </ul>	
<ul style="list-style-type: none"> <li>• Well developed computer skills with good knowledge of Microsoft Word, Excel and Power Point.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work independently and be able to maintain a high level of confidentiality</li> </ul>	
<ul style="list-style-type: none"> <li>• Strong organisational skills and an ability to manage multiple tasks and priorities in high pressurized environments, with precision to be able meet the deadlines.</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, with the ability to effectively engage, influence and persuade various stakeholders.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to collaborate effectively with cross-functional teams while also working independently and autonomously, taking ownership of assigned tasks.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Demonstrated high level of experience developing policies and procedures in Aboriginal Health and demonstrated understanding of the accreditation requirements of Aboriginal</li> </ul>	

Community Controlled Health Services.
<ul style="list-style-type: none"> <li>• Demonstrated strategic planning experience in providing high level strategic advice, direction and support to senior staff and Board members.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated significant experience working with Aboriginal and Torres Strait Islander community and strong cultural understanding of factors that influence their health and wellbeing.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated experience in working with funding bodies, and state and commonwealth agencies and comprehensive understanding of relevant policies, funding and reforms</li> </ul>
<b>Satisfactory evidence of</b> - <i>Pre-employment checks not limited to at least two professional referees, proof of identity and qualifications, National police check, Working with Children's, full Victorian driver's license, disclosure of any pre-existing illness / injury and vaccination status in line with Njernda's current policy and procedure.</i>
<b>Desirable:</b>

**TERMS & CONDITIONS OF EMPLOYMENT:**

Terms and conditions are in accordance with the Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date: / / \_\_\_\_\_

Print Name: \_\_\_\_\_

PLEASE KEEP A COPY OF THIS POSITION DESCRIPTION FOR YOUR RECORDS

cc: Employee File