

Position: Legal Services Scoping Project Officer

NPYWC Program: Domestic and Family Violence Service (DFVS)

Employment Details: Full-time, six-month fixed term position – part-time available by negotiation

Location: Alice Springs with some remote travel to NPY region

Base Salary: \$98,303.32 - \$106,779.24 (negotiable based on experience) plus superannuation

What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross-cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

Your Team:

The NPY Women's Council Domestic and Family Violence Service (DFVS) supports Anangu women from the Ngaanyatjarra, Pitjantjatjara and Yankunytjatjara lands who are experiencing domestic and family violence.

The service operates across the Central Desert tri-state region, incorporating communities in NT, SA and WA.

DFVS provides immediate crisis responses via our team of Intake and Assessment Officers, who provide short-term intensive support via our freecall referral line.

DFVS also employ a team of caseworkers who support a caseload of women over the medium-to long-term and make regular visits to remote communities.

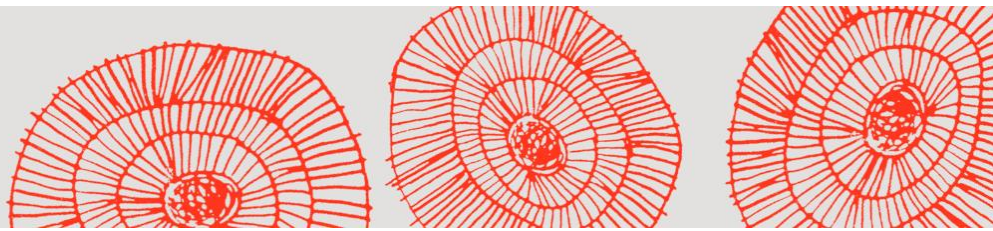
DFVS also incorporates a community programs team which provides specialist support (e.g. legal advocacy) and brings together Anangu women with lived experience of DV to provide cultural guidance to our workers, and to engage in healing and primary prevention work in their own communities.

Your Role:

Reporting directly to the DFVS Manager, the Legal Services Scoping Project Officer (LSSPO) will undertake a six-month consultation and research project to assess and evaluate appropriate models for DFVS to deliver Legal Assistance Services (LAS) to Anangu women from the NPY region experiencing domestic and family violence.

The project will involve, at a minimum, consulting with Anangu clients and other stakeholders; considering the implications of operating across three legal jurisdictions; analysing data collected by DFVS in relation to the need for LAS across the region; and completing cost modelling for different options.

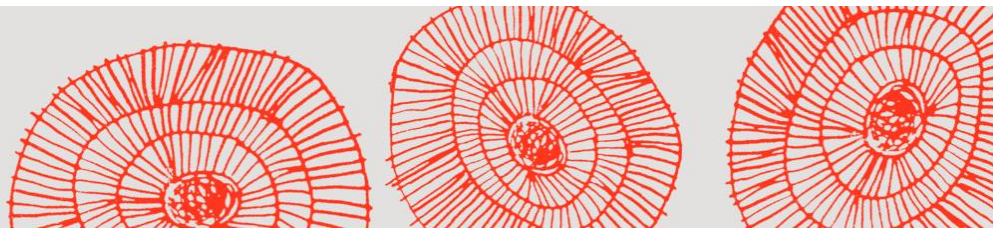
The main deliverable for this project is a report which includes detail about viable LAS delivery options, including an implementation plan for each option; a detailed cost estimate for implementation and delivery within the scope of DFVS' funding; and a recommended option (with the necessary supporting information).



DFVS work from a trauma-informed, culturally safe model and centre the agency of Anangu women in all our work. You can find more detail about our way of working in the Strengthening Community Capacity to End Violence Framework:
<https://www.npywc.org.au/publications/>

Your Responsibilities:

- Work with the DFVS Manager to establish a project plan and timeline
- Consult directly with Anangu clients of DFVS and NPYWC Directors regarding their needs and preferences for LAS delivery
- Consult with relevant stakeholders across the tri-state including police and legal service providers
- Extract and analyse data from DFVS' client management system to inform a picture of need for LAS across the NPY region
- Be guided by the agency and expertise of Anangu, including NPYWC members and Directors, regarding culturally safe modes of practice
- Build on existing DFVS knowledge and information, as well as learnings from the consultation process, to develop a clear and comprehensive document outlining the prioritised needs and preferences of Anangu and other stakeholders. Detailing the features (prioritised) of an effective LAS model to support Anangu in getting the best outcomes (including the critical components that characterise a "culturally safe" service)
- Engage in cost modelling for different LAS models
- Work with management, reference groups and Anangu representatives to review and refine the options and identify a preferred or recommended option.
- Produce a report which details costs & implementation plans for each option, analysis of the option against the prioritised needs and preferences and a recommended option for LAS (with a more detailed cost and implementation model and analysis)
- Work in line with the Strengthening Community Capacity to End Violence Framework
- Represent the organization in a professional manner in external meetings and develop positive working relationships with other stakeholders
- Work in a trauma-informed, strengths-based and culturally safe manner
- Actively engage in monthly supervision and take positive action in response to feedback from your line manager
- Create respectful relationships with colleagues and contribute to a harmonious and trauma-informed, culturally safe workplace



Skills and Experience:

ESSENTIAL

- Demonstrated project management experience
- Demonstrated experience working effectively both in teams and autonomously
- Demonstrated experience building positive and effective relationships with external stakeholders in a complex environment
- Excellent interpersonal communication skills, including an ability to negotiate and resolve conflict
- Demonstrated ability to communicate and engage in a culturally safe and trauma-informed way with First Nations people with English as a second language
- Excellent written communication and research skills including an ability to analyse a large amount of information from multiple sources and synthesise into written reports for an executive audience
- Proficiency across the Microsoft suite
- Demonstrated experience using client management databases

DESIRABLE

- Experience delivering legal services to victim-survivors of domestic and family violence
- Experience working with First Nations people in Central Australia
- Experience working in a domestic and family violence service
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Qualifications:

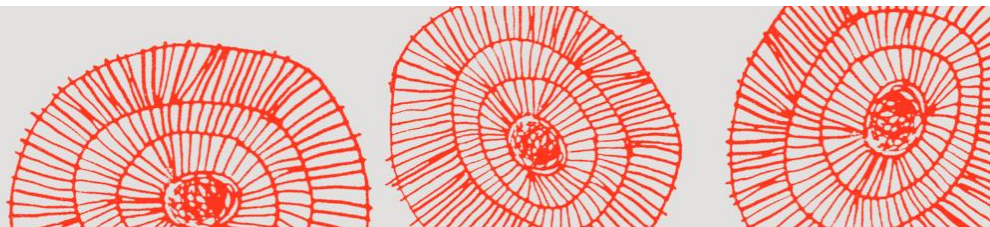
- Tertiary qualification in law, social work, project management, community development, research or a related field

Remuneration:

- Base Salary: \$98,303.32 - \$106,779.24
- 12 % Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Relocation reimbursements

Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.



- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- All employees are required to meet the relevant State and Territory mandatory vaccination requirements.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Heather Smith, DFVS Manager, on 08 8958 2375 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date