

## POSITION DESCRIPTION

***Victims of Crime are committed to assisting those who have been or may be affected by crime, by providing them with support, advocacy, and prevention strategies.***

<b>Position Title:</b>	Cultural Capability Officer – Identified *
<b>Remuneration:</b>	SCHADS Level 6. NFP Salary sacrifice is also available.
<b>Type of Position:</b>	Full-time
<b>Purpose of the Role:</b>	Provide cultural leadership, and build the overall capacity of the organisation to deliver culturally appropriate service responses
<b>Reports to:</b>	Chief Executive Officer

\* Under S25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be indigenous to the First Nations Community.

### **Organisational Environment:**

Victims of Crime NT Inc. (VoCNT) is a community organisation, established in 1995 to support victims across the Northern Territory who are affected by crime. Our aim is to assist people to recover, restore and grow through the provision of a range of practical and emotional support services, and prevention activities. VoCNT advocates for and promotes public and government awareness of the needs, rights, and interests of victims of crime.

Victims of Crime NT operates in accordance with its mission and vision statements, organisational values and policy framework. Our team commits to a Code of Conduct, Privacy and Confidentiality requirements, and actively participates in organisational planning and development.

VoCNT has offices in Darwin and Alice Springs, and regularly visits Tennant Creek, Katherine and Nhulunbuy to deliver services. Our work in remote communities is ongoing and is planned and prioritised annually. This position is based at the VoCNT Darwin office but will require occasional travel.

The organisation is committed to reconciliation and will soon begin the second stage of their Reconciliation Action Plan. We understand the intergenerational impacts that colonisation has had on First Nations people and recognise their over representation within the criminal justice system. We are striving to provide culturally appropriate services to support First Nations people in their experiences of victimisation.

VoCNT promotes a supportive, collaborative, and accountable team environment and is committed to the development of our staff. We have a life-long learning and continuous improvement philosophy, and all staff have a learning and development plan. Flexible workplace practices are in place where possible to support our workforce.

VoCNT adopts the Sanctuary model for the whole of the organisation. Sanctuary helps us to build a trauma informed community that acknowledges adversity as a human experience, and creates safety for healing,

recovery, and growth to occur. VoCNT is working towards accreditation as the first Sanctuary provider in the NT. Our 8 Sanctuary commitments provide the backdrop for this approach:

Nonviolence	We use unconditional care to stay safe and allow others to feel safe
Emotional Intelligence	We manage our feelings, so we don't hurt ourselves or others
Social Learning	We are curious and learn from each other and from our difficulties
Democracy	All voices and views are heard and respected
Open Communication	We are honest and say what we mean with kindness
Social Responsibility	We help each other and take responsibility for our actions
Growth and Change	We acknowledge loss, are open to new ideas and are hopeful for the future
Cultural Humility	We accept and engage with cultural difference and do our best to reduce power imbalances

#### Key Responsibilities of this role:

- Provide cultural leadership to ensure programs and services offered by VoCNT are culturally appropriate for First Nations people
- Facilitate greater cultural understanding and change within VoCNT to enable the ongoing improvement of services delivered to First Nations people
- Lead and facilitate VoCNT's reconciliation journey through the successful implementation of our Reconciliation Action Plan
- Engage with First Nations community stakeholders at strategic levels to build purposeful partnerships

#### Duties:

- Provide support, advice and direction to increase the representation of First Nations people employed by VoCNT
- Provide the staff team with access to cultural advice, support, guidance, and appropriate cultural education
- Share personal insights, knowledge, and perspectives with the staff team to build cultural understandings and enhance operational practices
- Increase the recognition of all staff of the importance of addressing the specific needs of First Nations clients
- Initiate, co-ordinate and evaluate relevant educational activities that enhance personal knowledge and support the professional development of staff in the delivery of services to First Nations people.
- Lead the organising of significant cultural events/celebrations within the organisation, and participation in external events
- Contribute to improved data collection systems, and the analysis of data for evaluation and reporting purposes
- Champion the 8th Sanctuary commitment, Cultural Humility, at all levels of the organisation

- Work with Program Managers to develop culturally appropriate resources and tools for First Nations clients
- Review the organisations existing promotional materials to ensure they are culturally safe
- Work collaboratively with RAP working group members to develop the next *Innovate* RAP with guidance and approval from Reconciliation Australia
- Schedule and facilitate regular RAP working group meetings in line with the RAP Terms of Reference
- Drive RAP objectives and strategies, and provide regular reports to the CEO/Board on RAP progress
- In collaboration with the leadership team, identify relevant First Nations stakeholders across the NT, and develop an achievable engagement plan to build potential partnerships and referral pathways
- Maintain knowledge of the strategic directions of government as they relate to First Nations people, relevant to VoCNT's scope and activities
- Identify opportunities for First Nations specific initiatives within VoCNT, including appropriate partnerships/collaborations and funding sources
- Connect with the intention and progress of the NTG's Aboriginal Justice Agreement, and support VoCNT to identify opportunities for involvement

**Qualifications, Professional Memberships, Experience:**

- Experience working in the community/human services sector
- Tertiary qualifications (or significant experience) in community services or a related discipline

**Additional Requirements:**

- Driver's license
- Police check and Ochre card
- This role is an identified role, and to allow the panel to confirm that you are eligible to be considered, please provide recognised documentary evidence of your Aboriginality.

**Key Selection Criteria:**

1. Ability to connect with, and be accepted by the First Nations community
2. A clear understanding of culture and protocols, and the political dynamics that may exist between and within communities
3. Awareness and understanding of the rights, needs and interests of First Nations people impacted by crime in the Territory
4. Ability to build and maintain effective stakeholder relationships at both community and strategic levels
5. High level interpersonal abilities, and behaviours that align with VoCNT's Sanctuary Model commitments
6. Willingness to support and embrace the Reconciliation journey of a small not for profit organisation