**Disability Royal Commission (DRC) Consultant**

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| **Position** | Disability Royal Commission (DRC) Consultant |
| **Employer** | Disability Advocacy Victoria Inc. |
| **Term** | Fixed Term 6month contract |
| **Hours** | 10hrs per fortnight |
| **Conditions** | Seeking a consultant with their own ABN, Insurance etc |
| **Supervising team** | Karryn Goode, Melanie Muir, Deidre Griffiths |
| **Location** | Work remotely |

**About the organisation**

Disability Advocacy Victoria Inc. (DAV) – formally known as Victorian Disability Advocacy Network (VDAN) was established in 2003. DAV is the peak body for independent disability advocates in Victoria.

We strive to break down the walls for people with disability by working with key stakeholders to achieve positive, systemic change in the disability sector. With one united voice, we have a much greater influence on policy makers about issues that affect people with disability.

### **We aim to:**

* strengthen the disability advocacy movement in Victoria
* promote rights-based advocacy
* raise awareness about the needs and rights of people with disability.

**Position Objective**

In response to the Disability Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability (DRC), we have established a Royal Commission position to facilitate a centralised, co-ordinated approach for the development of submission/s from our members through DAV.

The successful candidate will be recognised by stakeholders for their professional approach, responsiveness, and upholding organisational values.

Responsibilities will include undertaking research, writing submissions on behalf of DAV to the DRC in conjunction with the Board, our members and eligible members.

**Key responsibilities include**

* Preparation, contributions and research for the DRC submissions with our members including identifying any systemic issues.
* Undertake research, conduct consultation and prepare reports and associated materials.
* Prepare submission/s based on DRC issues papers and discussion papers.
* Prepare complex correspondence, submissions and briefings for the DRC and material for publications.
* Promote awareness and provide information to DAV membership to encourage contribution of experiences.
* Promote access to the DRC and provide information to targeted individuals within CALD and ASTI communities.
* Demonstrated commitment and a clear understanding of human rights and social justice.
* Regular reporting to the Board in relation to systemic matters raised during consultations, submissions progress, recommendations, contribute to the DAV newsletter and correspondence to DAV members in relation to the DRC.
* Raise awareness of DAV membership to others.

NB: The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Administration and Reports:

* Collate data and draft submissions as necessary in collaboration with DAV Board and its members
* Assist in the development of processes to maintain and further develop the DRC project
* Assist DAV to develop resources for the organisation where required

**Key Selection Criteria**

To competently perform in this position, the person should possess the following knowledge, skills and experience outlined in the following Key Selection Criteria:

* 1. Understand and use the social and human rights models of disability while undertaking the role.
  2. Experience in working from a trauma informed perspective
  3. Demonstrated understanding and strong commitment to the rights and interests of people with disability and self-advocacy as an essential part of effective empowerment.
  4. Demonstrated creative approach to engage with members - able to ‘think outside the box’
  5. Demonstrated strong communication skills, both written and verbal
  6. The ability to work with utmost confidentiality, sensitivity and impartiality
  7. Understand the National Disability Insurance Scheme and the NDIS Quality & Safeguarding Framework
  8. Work collaboratively with the board members
  9. Demonstrated experience in developing and maintaining effective communication on complex matters, issues and/or complex situations.
  10. Demonstrated outcomes and strength based focused approach to service delivery.
  11. Demonstrated high-level skills in networking
  12. Excellent organisational skills and a demonstrated capacity to act independently using discretion and sound judgement.

**Core Competency/Capability**

1. Understanding of the philosophy of human rights-based approaches in the disability sector.
2. Broad knowledge of the sector and the individual and community context.
3. Understanding and commitment to the vision, mission, values of DAV
4. Flexible and adaptable communication techniques that engender positive engaging relationships and meet required outcomes.

**Mandatory Skills/Experience**

* Minimum Advanced Diploma qualifications in social sciences, human services, counselling and a minimum of three years equivalent combination of relevant experience, education and/or training in the community services sector.
* Demonstrated ability and experience in working effectively and collegially in partnerships, and as part of a team.
* Highly competent in the use of relevant computer software programs.
* Trauma Informed care and practice training.

**Highly desirable**

* Knowledge and experience in working with people who have experienced complex trauma

***Other position requirements prior to commencement:***

1. The completion of a satisfactory National Police Records Check
2. The completion of a satisfactory Working with Children Check

***Once position commenced:***

1. The incumbent will be required to work in accordance with DAV’s policies and procedures.
2. Flexible working hours

**Performance Review**

A three-month probationary period applies to this position.

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| Signature | Person | Date |
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**Further information can be obtained from DAV Inc. Board Chair 0491 208 097**

**An application for employment addressing the key selection criteria and an up-to date resume should be emailed to** [admin@disabilityadvocacyvic.org.au](mailto:admin@disabilityadvocacyvic.org.au)