



WESTERN COMMUNITY LEGAL CENTRE LTD (Westjustice)

Director – Policy, Impact and Engagement

Position Description

Job Title	Director, Policy, Impact and Engagement (Dir. PIE)
General	
Vision	Fairness, Safety and Justice for Melbourne's West.
Purpose	We deliver targeted services and drive meaningful change.
Reports to	Chief Executive Officer
Term	Fixed Term contract (12 months - parental leave backfill)
Scope	<p>The Director of Policy, Impact and Engagement is responsible for:</p> <ul style="list-style-type: none">• Driving Westjustice's systemic impact, policy, advocacy and media agenda to ensure meaningful impact.• Leading / contributing to major projects, including<ul style="list-style-type: none">○ Westjustice's state budget bid process 2026-27; and○ Overseeing the development of Westjustice's role in the proposed Wyndham Community Services Hub.• Provide strategic oversight for team specialists who are driving:<ul style="list-style-type: none">○ Westjustice's community engagement approach; and○ Improving our evaluation systems for measuring impact.
Key Responsibilities	
	<ul style="list-style-type: none">• Work closely with the CEO and Senior Leadership Team to ensure Westjustice achieves its purpose, vision and strategic objectives.• Lead the development and implementation of policy and systemic impact work to target issue causes rather than symptoms and address the drivers of disadvantage and discrimination, including working with teams to identify annual advocacy priorities and leading annual impact reporting.• Lead the implementation and reporting on the Westjustice Strategy 2024-27.• Lead Westjustice's media and communications work, including ensuring all public messaging aligns with our Strategy 2024-27 and agreed advocacy priorities.• Provide strategic oversight for Westjustice's community engagement and development work to embed community and collaboration in our approach, including through development and implementation of a Community Engagement Framework and Community Advisory Groups for each of Westjustice's impact areas.• Provide strategic oversight for Westjustice's data and impact work to enhance our measurement and evaluation including through development and implementation of a Monitoring, Evaluation and Learning Framework.• Lead Westjustice's relationships with key stakeholders, particularly across all levels of government.• Lead the development and management of Westjustice's 2026-27 Budget Bid and 2026 Victorian election strategy.• Manage the Policy, Impact and Engagement team including supervising the Data and Impact Program Manager, the Community Engagement Program Manager and the Senior Policy Officer, ensuring workplans are developed and met and supporting team

	<p>wellbeing.</p> <ul style="list-style-type: none"> • Manage the Policy, Impact and Engagement Program budget and financials to ensure that the program is well funded and priorities are met. • Lead special projects for Westjustice including but not limited to managing Westjustice's role at the new Wyndham Courts (opening late 2025); leading a review of Westjustice's multidisciplinary practice management across legal, financial counselling, social work and other disciplines; contributing to the strategic management of key Westjustice programs. • Lead and/or make a significant contribution to internal Westjustice working groups and external networks and steering committees. • Other relevant work as directed.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Tertiary qualification in a relevant discipline and relevant experience appropriate for the seniority and complexity of the role. • An experienced leader with substantial experience in a policy, impact and engagement or influencing role, including: <ul style="list-style-type: none"> a. experience leading a team or impact area, including management and supervision of program managers, senior and junior staff; b. ability to handle and resolve challenging situations or issues; c. an ability to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace; d. ability to work autonomously with limited direction from the CEO. • Ability to set and deliver high quality work outcomes. • High level of organisational awareness and understanding of political processes. • Demonstrated ability to work collaboratively and confidently to engage with a diverse range of stakeholders and to build strong partnerships • Strong commitment to social justice, including a demonstrated understanding of the social context of law and the issues faced by disadvantaged communities and the ability to coordinate and lead Westjustice's systemic impact work. • Sound organization and time management skills with the ability to deal with competing priorities under pressure. • Demonstrated experience in specialist writing, editing and communication skills. • Demonstrated understanding of and commitment to Westjustice's Vision, Purpose, and Strategy 2024-27. <p>Desirable</p> <ul style="list-style-type: none"> • Experience managing government relationships or relationships with other key stakeholders • Experience in managing budget bid processes to a state or federal government. • Experience in managing media, communications and social media • Experience managing and delivering special projects for an organisation, including experience in developing and managing work in Victorian courts, multidisciplinary practice management, and key program management. • Experience in managing community engagement and development activities • Experience in managing data and impact work for an organisation, including working knowledge of the Actionstep platform • Prior experience in securing project funding and developing and

	<ul style="list-style-type: none"> managing budgets, or ability to demonstrate a capacity to do so. Exceptional analytical and conceptual thinking skills with an ability to analyse the causes of legal issues and to think flexibly, innovatively and outside the square.
Other relevant information	<ul style="list-style-type: none"> The successful applicant will be employed under <i>Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027</i> (the Multi-Enterprise Agreement) with a probationary period of six months. To be eligible for this position you must have current rights to work in Australia (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa). You will be required to apply for and hold a current Working with Children Check. If you don't have one of these already you will be reimbursed for this cost. We are committed to removing barriers to employment for those with lived experience of the justice system, whilst we ask that all employees undertake a National Police check having a criminal conviction will not directly exclude you from gaining employment with us. Your primary work location will be the Westjustice Sunshine Office. You may also need to work from other Westjustice offices (Werribee or Sunshine Visy Hub) or other outreach locations as directed. You will be required to travel independently to, and work from, other metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time. Westjustice supports flexible work arrangements and has a policy which allows for hybrid work from home and office, in agreement with direct line manager. Westjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. Westjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at https://www.westjustice.org.au/about-us

Last updated: July 2025