

POSITION DESCRIPTION



Executive Director Justice

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Executive Director Justice
PROGRAM:	Justice Initiative
LOCATION:	Melbourne inner City and required to work from other locations.
REPORTING RELATIONSHIPS:	This position reports directly to COO This position has line management of GM Youth Justice and GM Adult Justice and other senior staff as required.
EFFECTIVE DATE:	November 2024

Position Purpose

The Executive Director Justice will be responsible for all Justice programs policy and advocacy at Jesuit Social Services and will:

- Lead the consolidation of Jesuit Social Services' Justice portfolio incorporating programs with policy, research and advocacy initiatives.
- Lead program and service development for all Justice programs including drawing upon existing practice experience and research to design and trial innovative approaches within criminal justice systems.
- Lead policy and practice advocacy based on the key objectives identified in the Justice Initiative and build the profile of Jesuit Social Services as a leader in promoting just and humane policy and practice transformation within the criminal justice system across all jurisdictions.

Program Purpose

Justice Initiative – Role Overview

The Executive Director will lead the Justice Initiative to consolidate Jesuit Social Services' practice, research and advocacy activity into a highly effective, streamlined body where practice, research and advocacy mutually inform one another. The Justice Initiative will have both a local and national perspective and will maintain and build international relationships through Jesuit and other networks.

Justice Program overview

Justice programs provide holistic support service for people involved in the justice system who are assessed as high risk/need, with limited social and family networks, limited accommodation and support options and experiencing multiple and complex health problems. Staff deliver quality programs in a manner that reflects the social justice principles of participation, equity, access and respect.

The current Adult Justice portfolio includes: intensive outreach support, case management, a residential facility for people who are exiting custody, and mentoring programs.

The current Youth Justice portfolio includes intensive outreach support, case management, restorative justice conferences, and mentoring programs.

Jesuit Social Services has a national and international perspective on criminal justice matters in the context of our understanding and promotion of social justice more broadly. We engage in this directly through provision of practical support to those affected as well as seeking to influence policy change through our advocacy with Governments and communities.

Duties of the position

Key Executive Responsibilities and Accountabilities

Ethical Culture and Identity Leadership: Provide leadership in the embedding of Jesuit Identity, modelling and upholding organisational values and behaviours which reflect Jesuit Social Services' foundations and purpose.

Practice leadership: Ensure practice in the Justice Initiative is consistent with Our Way of Working; informed by evidence; led and supervised by skilled practitioners and complies with professional standards and contractual obligations.

Strategic Leadership: As a member of the Executive Team, contribute thought leadership and strategic direction for key priorities. Including developing and implementing long-term strategies to address social and ecological disadvantage, improve services, and meet the needs of target cohorts/communities.

CEO, COO and Leadership Relationship: Work closely with the CEO and COO, providing them with insights, recommendations, and support. Collaborate with other Executive Team members to ensure effective governance, financial oversight, strategic decision-making, and integration to achieve synthesis within and between programs. This position may be called on to take on the role of Acting CEO, including managing formal accountabilities to the Jesuit Social Services Board.

External Relations and Advocacy: To support the CEO in her role as chief spokesperson for Jesuit Social Services and, as required, to be a key representative/spokesperson for Jesuit Social Services. To assist the CEO, COO and wider leadership team to foster a climate of collaboration to ensure advocacy and policy advice to governments, bureaucracies and the wider community is focused towards enhancing the life situations and choices of disadvantaged individuals, families and communities.

Organisational Management: Ensure the highest standards of stewardship of financial and other resources, systems, and processes for the Justice Initiative within a culture consistent with Jesuit identity. To regularly assess organisational risks to ensure mitigations are pursued.

Program Development and Impact: To refine, develop and implement high quality interventions to address the social exclusion experienced by individuals, families and communities. Including oversight of program evaluation, monitoring outcomes, making strategic adjustments to enhance effectiveness and impact, and piloting early interventions with a focus on young people and their families.

Team Leadership and Development: Lead and support the work of Programs Teams in their respective roles in achieving social change; fostering a positive organisational culture, promote teamwork, and invest in staff recruitment, induction and development processes and encouraging a culture of diversity and inclusion.

Role Specific

1. Provide executive leadership to ensure Jesuit Social Services is delivering high quality interventions and advocacy in the Justice Initiative with responsibility for portfolio planning, identifying and responding to emerging needs, implementation, and evaluation to ensure the delivery of high-quality initiatives.
2. Lead and provide advice on the development of Jesuit Social Services policy and advocacy platforms in relation to the criminal justice system.
3. Focus on operational excellence to ensure integrity and consistency within the Justice Initiative on a national scale, developing and implementing practices, policies, procedures, and lead structures of program evaluation, research and innovation.

4. Ensure processes continue to adapt/evolve to further embed Jesuit Social Services' Our Way of Working in all areas of practice, drawing on the deep practice wisdom in Justice programs and informed by participant lived experience.
5. Informed by the theory of change that underpins our integrated model, work with General Managers to further develop practice to round out the way Justice programs utilise data and evidence to inform the design and delivery of interventions.
6. In partnership with the ED Community and Systems ensure timely monitoring and reporting of program outcomes, outputs, and impact. Collect and analyse data to measure portfolio effectiveness, identify trends, and make evidence informed and data-driven decisions for portfolio improvement drawing on research/data, lived experience and practitioner wisdom.
 - Act as a key programs/practice representative/spokesperson for Jesuit Social Services as required, particularly as it relates to the content and expertise in the Justice Initiative. Actively engage in networking including representing the organisation in key forums and seek opportunities for collaboration and partnerships noting key stakeholders include State Government departments of Justice, Police, the judiciary, human rights bodies and community legal services.
7. Review external factors, a variety of qualitative and quantitative data sources and make recommendations on innovative approaches for development within the Justice portfolio.
8. Lead and contribute to the identification of opportunities, including partnership and funding opportunities, for new and enhanced service/program proposals, in response to current, new, or emerging needs.
9. Lead grant writing, fundraising efforts, and managing relationships with funders and donors.
10. Actively manage budgets, ensure risk and compliance measures are in place to meet relevant regulations, standards, and contractual requirements.

Key Selection Criteria

1. Tertiary qualification/s and/or experience in the criminal justice field.
2. Significant senior leadership, knowledge, people and resource management experience within the criminal justice or related sector.
3. Strong values consistent with the Jesuit identity and ethos and aspiring to model and develop this across all aspects of the organisation in the context of finding innovative approaches to program and policy development.
4. Demonstrated capacity to design and implement new initiatives in collaboration with teams.
5. Experience in leading and contributing to strategic thinking, policy development and advocacy and ability to work proactively and innovatively with capability in using research and evaluation to review/reform service approaches
6. Superior interpersonal and stakeholder engagement skills with experience in building relationships with a range of types of stakeholders internally and externally, including confidence in engaging with all forms of media
7. Experience in developing strategic partnerships, engaging senior social sector / government / community stakeholders and representing an organisation externally with the ability to 'cut through' in order to achieve social change.
8. Excellent interpersonal skills including demonstrated experience implementing strategy; translating 'big ideas' into practice, and building broad based coalitions for change;

9. Understanding of, and alignment with, the approach Jesuit Social Services takes to criminal justice system reform.
10. Active leadership in guiding reflective processes to strengthen and deepen staff's commitment to the organisation's identity and ethos.
11. Active involvement in Executive/Leadership meetings to support formulation and implementation of strategic priorities for the organisation.
12. Experience in effective oversight of all aspects of organisational stewardship

Key Performance Indicators

Executive KPIs

The following Executive KPIs are measured through a variety of ways including but not limited to periodic reviews, annual operational plans, quality and risk processes, leadership consultation, financial outcomes, staff surveys, professional development reviews (PDR) and supervision.

1. Behaviours and leadership approach which reflect, foster and uphold the organisation's vision, mission, values and culture
2. Active involvement in Executive leadership and planning meetings
3. Active formulation of strategic priorities for the organisation
4. Active monitoring and completion of Operational Plan priorities, as reflected in the Strategic Plan
5. Evidence of effective line management structures in place, evidenced by line management reports, supervision structures and performance development of senior staff
6. Active leadership and mentoring of senior staff, evidence through workplans and encouraging collaborative contributions at leadership level.

Role Specific KPIs

Measurable indicators for the ED Justice are:

1. Practical application of the organisation's vision and purpose informing/driving priorities and decision making.
2. Leadership in the alignment of strategic objectives across all activities and ensuring leaders in the directorate are actively engaged in strategic operational planning.
3. Active engagement in developing and embedding our theory of change across the organisation.
4. Leadership in developing collaborative processes across the organisation to achieve strategic priorities of improving evidence, impact, integration and sustainability.
 - Quality of relationships with key stakeholders (Government, Police, Judiciary).
5. Building financial sustainability of Justice programs through contract management and diversification of funding.
6. Increased local and national profile of Jesuit Social Services as a key commentator/policy advocate on criminal justice issues.

7. Contributing to knowledge and evidence building in the criminal justice portfolio through initiating research and evaluation and building partnerships with research and advocacy bodies.
8. Ensuring operational priorities in this directorate are achieved - meeting budget, growing revenue and/or program solutions, managing and mitigating risks, delivering on contracts and reporting, and operational plan priorities; ensuring professional development opportunities are in place and PDR's completed.
9. Providing of timely briefings and support to Executive/CEO/COO/Board and in particular the People, Practice and Quality sub-committee of the Board.
10. Evidence of commitment to mentoring and supporting senior staff to flourish in their roles.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Demonstrate understanding, and a capacity to provide leadership in, the identity and ethos of Jesuit Social Services

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia
- Corrections Victoria clearance and ability to enter Victorian prisons

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:

CEO

Position Description Review Date:

November 2026

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