

## Position Description

<b>Title</b>	Manager Primary Prevention
<b>Employment Type</b>	Full time or part time (0.8 to 1.0 FTE)
<b>Reports to</b>	Executive Manager Strategy and Impact
<b>Work Location</b>	Geelong
<b>Date of review</b>	July 2022

### About The Sexual Assault & Family Violence Centre (The SAFV Centre)

Operating across the Barwon, West Melbourne and Wimmera areas of Victoria, The SAFV Centre offers a full suite of services for people impacted by sexual assault and women and children impacted by family violence. Our services include:

- 24-hour crisis care for victims of recent sexual assault and family violence, including advocacy and access to medical care and justice services;
- Intensive case management and court support for women and children who have or are experiencing family violence;
- therapeutic counselling and group programs for women and children who have experienced family violence; and adults, young people and children who have experienced sexual assault (including support for non-offending family members and friends);
- access to high security crisis accommodation for women and their children assessed as being at high risk of further harm; and
- early intervention services for children and young people under the age of 17 years who have engaged in problematic or abusive sexualised behaviours, and young people engaging in family violence behaviours.

Our organisation also delivers professional training and community awareness activities and we participate in a range of prevention initiatives to promote gender equality and negate violence supportive attitudes and cultures.

The SAFV Centre acknowledges and respects the traditional Aboriginal custodians of the land. Our organisation is informed by our feminist philosophy and we provide empowering and respectful services, welcoming diversity and inclusion in all we do. The SAFV Centre is a registered Child Safe Organisation; committed to safeguarding children and young people.

Our organisation's practice approach is shaped by contemporary research and evidence that highlights what is most effective when working with people who have been impacted by the trauma of sexual assault and family violence.

In Geelong, we are co-located in the Barwon Multi-Disciplinary Centre (MDC), with Victoria Police Sexual Offences and Child Abuse Investigation Team (SOCIT) and the Family Violence Police Unit and staff from the Department of Families, Fairness and Housing Child Protection practitioners. As a key partner, our organisation provides a highly specialised response for people who are impacted by the trauma of sexual assault and family violence within an integrated and seamless environment.

In addition, our organisation is a partner in The Orange Door that brings together or a mix of staff employed by Family Safety Victoria and staff from Community Support Organisations in the Barwon area.

### **Overview**

Our Primary Prevention team currently consists of three staff reporting to the Manager, Primary Prevention. Our primary prevention work includes a number of initiatives and programs including community based projects, education and training, gender equity work and corporate contracts.

The Manager, Primary Prevention reports to the Executive Manager, Strategy & Impact. Other teams in the Business Unit include Training, Communications and Community Engagement, and Evidence and Strategic Advocacy. All teams work collaboratively together; with our Client Services Business Unit being a key collaborator to the Manager, Primary Prevention role.

### **Role Purpose and Accountability**

The Manager, Primary Prevention leads a team responsible for the development, implementation and evaluation of evidence based primary prevention projects and capacity building initiatives and actively seeks opportunities to grow our project funded and fee for service delivery. The Manager will be confident in engaging with a broad range of stakeholders across key settings and will work collaboratively with internal and external stakeholders.

The role requires strong strategic and leadership skills, effective engagement and project management skills and a proven record of accomplishment in designing, delivering and evaluating prevention projects and initiatives. The Manager will also provide timely advice to the Executive and Leadership Teams and contribute to the broader direction of Strategy and Impact.

### **Key Responsibilities**

The key responsibilities of the role include, but are not limited to:

- Oversee and actively contribute to the development of an impactful, sustainable long-term Primary Prevention Strategy and Action Plan for The SAFV Centre that is aligned to State and National Frameworks and the organisation's Strategic Plan.
- Lead the planning, design, implementation and evaluation of evidence based, intersectional primary prevention projects and capacity building initiatives that includes both project funded and fee for service delivery.
- Establish and deliver robust business development, resourcing and implementation plans to support new work across a range of settings, strengthen and expand existing projects and initiatives, in alignment with The SAFV Centre's Strategic Plan and Primary Prevention Strategy, and develop and implement strategies to enhance the team's capacity to deliver on future growth opportunities.
- Provide leadership and build a high performing and engaged Primary Prevention team through coaching, development and formal and informal performance feedback.
- Participate in staff recruitment, and lead induction, supervision and performance development or discipline as required.
- Ensure all projects and initiatives, materials and resources are current and aligned with best practice.

- Identify, establish and maintain positive and effective working relationships internally and externally and work in collaboration with key stakeholders and subject matter experts on the design and delivery of projects and initiatives.
- Provide timely advice and recommendations, undertake reviews and evaluations, prepare submissions, provide timely responses to prevention enquiries and requests for quotes, assist in documenting models and resources, and submit monthly reports as required.
- Build and maintain effective program evaluation systems with a focus on quality services and customer satisfaction, and document innovative projects and initiatives to promote our primary prevention work.
- Effectively represent the organisation as appropriate, including delivering presentations, facilitating training where necessary, negotiating contracts or contributing to conferences or publications.
- Develop, manage and be accountable for work plans, performance indicators and budgets, and produce reports, papers and briefings for the Executive Leadership Team and Board as required.
- Contribute to the strategic direction of Strategy and Impact, business and program planning, including monitoring, reporting and evaluation.
- Actively participate in organisational quality and risk management processes and accreditation requirements.
- Ensure compliance with Occupational Health and Safety and risk management frameworks.
- Lead and participate in other projects and activities, as required.
- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure and the code of the professional association of which the employee may be a member.

### **Key Selection Criteria**

Your application must address the following:

#### **Essential Qualifications and Experience**

- Bachelor or higher degree in health promotion, social work, community development, gender studies, public policy, or similar qualification.
- Significant relevant experience in a similar, senior level role leading a team to deliver high quality projects and initiatives, including supervision, work planning, performance management and staff development.

#### **Essential Skills and Knowledge**

- Extensive subject matter expertise together with a comprehensive understanding of the determinants, dynamics and impact of gender-based violence, based on evidence and intersectional feminist analysis as well as knowledge of current sexual and family violence reforms.
- Business acumen in identifying and realising growth opportunities, including leading revenue growth across a similar professional services portfolio.
- Significant experience in designing, delivering and evaluating prevention projects and initiatives.

- Advanced relationship building, stakeholder engagement, influencing and negotiating skills.
- Demonstrated ability to be flexible, responsive and organised, including strong project management skills and the ability to manage multiple tasks and projects successfully.
- Highly developed presentation, communication and interpersonal skills in representing the organisation, appropriate to the audience, including the ability to undertake public speaking, and deliver education and training sessions in a range of settings.
- Strong strategic analysis and evaluation skills to build knowledge, evidence and program expansion.
- Excellent writing skills including demonstrated ability to develop or coordinate content material, develop submissions, project plans, proposals, maintain databases, conduct evaluations and provide professional reports.
- Demonstrated ability to lead effectively in a dynamic, changing environment, working autonomously whilst also being able to work collaboratively with internal and external stakeholders.

#### **Other**

- Commitment to the vision, values and purposes of The SAFV Centre.
- Demonstrated commitment to a learning culture, continuous quality improvement and an ability to be flexible in a changing environment.
- Current Victorian Driver's Licence.

#### **Referees**

Applicants must provide the name and current contact details of two professional referees.

#### **Period of Appointment**

This position is ongoing, dependent on the continuation of funding to the service.

#### **Hours of Work**

- Full time/Part time, (minimum 0.8 FTE) ( 4 days per week)
- Location of the position is at the Geelong office.
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm. between Monday to Friday
- The days are based on the needs of the service
- Flexibility in working hours will be required from time to time as the need arises.

#### **Salary and Conditions**

Industrial Instrument: The Sexual Assault & Family Violence Centre Enterprise Agreement 2018 – Business Services Level 5 (plus superannuation and pro rata for part time)

Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap. The Sexual Assault & Family Violence Centre is a Public Benevolent Institution.

Superannuation: The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

Probationary Period - 6 months with a review conducted during this time.

**Employee Responsibility – Mandatory prior to commencement**

Employee expense:

- Valid Working with Children Check
- National Police Records Check – renewed every 3 years of employment at employee expense

The SAFV Centre complies with the CHO directions which requires all employees to be fully vaccinated against COVID-19, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions. All applicants must therefore be able to comply with this requirement.

**Other**

This position description is subject to review and may change in accordance with the needs of our organisation; including our operations, our clients and our stakeholders.

I, NAME, have read and understood this position description and agree to the requirements of this role as set out by The Sexual Assault and Family Violence Centre.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print Name: \_\_\_\_\_