



Position Description

Title	Principal Strategic Advisor
Employment Type	Part time – Full Time (0.8 -1.0FTE) fixed term 12 months
Reports to	Executive Manager
Work Location	Warrnambool or outreach location as required
Date of review	July 2024

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

The Sexual Assault & Family Violence Centre (The SAFV Centre) was established in 1978 and continues to grow, delivering integrated specialist response, early intervention, education and prevention services and programs.

Supporting the Victorian community throughout Barwon, Wimmera, and the South West regions, we offer a specialist range of support services to all people impacted by sexual and family violence, encompassing 24 hour crisis care, case management, therapeutic counselling and group programs, early intervention programs, refuge and housing support, legal services, professional training and primary prevention initiatives. We also provide specialised support for all victims of crime through the Victims Assistance Program for Barwon and the South West.

Working across multiple sites and locations, including co-location within the Barwon Multi-Disciplinary Centre, The Orange Doors in Barwon and the South West, outreach locations and within the locally known service Emma House in Warrnambool, our unique combination of services allows us to respond to those that need us, supporting them throughout their journey toward recovery and resilience, while also educating and working with our communities for gender equality to prevent violence from happening in the first place.

We are a collaborative organisation where work is rewarding and team spirit permeates strong culture, values and a client-first focus. At The SAFV Centre, you have the opportunity to professionally grow, flexibility to enjoy your personal commitments, and a connection to purpose that makes a difference to our community.

Role Purpose and Accountability

Purpose

The Wimmera South West Family Violence Partnership (WSWFVP) has been established to provide sector governance and leadership, capacity building, strategic integration and planning and advocacy across the 10 Local Government Areas (LGAs) that make up the Department of Families, Fairness and Housing (DFFH) Wimmera South West Area.

The Principal Strategic Advisor function is split across two sub regional areas. The Wimmera LGAs covered by the WSWFVP include the Shires of Northern Grampians, West Wimmera, Hindmarsh, Yarriambiack and the Rural City of Horsham. The South West LGAs covered by the WSWFVP include the Shires of Glenelg, Southern Grampians, Moyne, Corangamite and the City of Warrnambool. This position is responsible for the South West sub regional area.

The regional auspice agencies for dedicated Partnership roles (Principal Strategic Advisors) are Grampians Community Health (GCH) in the Wimmera Sub-Area; and The Sexual Assault and Family Violence Centre in the South West sub regional area.

The Principal Strategic Advisor works closely with the WSWFVP Independent Chair and the Wimmera PSA to lead and support the work of the Partnership and will provide strategic leadership within the South West local service system and functions in accordance with the Partnership Agreement.

The position reports to Executive Manager.

Accountabilities: *role accountabilities include, but are not limited to;*

Direct Service

Information gathering and knowledge building to support the work of the WSWFVP:

- Collate and analyse local system information and perspectives to develop insights and identify issues, gaps and priorities to inform planning for local system improvement and the local implementation of statewide reforms.
- Maintain an overview of key policy and program developments and identify implications and opportunities for system development in the area.
- Actively ensure alignment of the work of the WSWFVP with statewide family violence reform objectives and the WSWFVP Strategic Plan.
- Actively work with WSWFVP member agencies to identify potential improvements to the local service system and the integrated implementation of family violence reforms.
- Provide informed, considered and evidenced advice to the WSWFVP, Family Safety Victoria and other stakeholders.

Supporting good governance

- Foster collaborative cross sector relationships, and initiate and support partnership projects to strengthen connections between local services.
- Maintain strong connections and work collaboratively with key regional governance structures and networks.
- Provide operational support for the WSWFVP, support governance development and review processes including updates to the Partnership Agreement.
- Provide overall logistical and secretariat support for meetings as required.
- Develop and maintain effective communication strategies to ensure the members of the WSWFVP are kept well informed of decisions, the progress of initiatives and strategic engagement.
- Provide an induction kit comprised of an up-to-date Partnership Agreement, WSWFVP Strategic Plan, Action Plan, recent reports and other relevant documents to all WSWFVP members.
- Work collaboratively with and in support of the Independent Chair, WSWFVP and the Wimmera PSA.
- Participate in the Statewide Family Violence Integration Advisory Committee (SFVIAC) to represent the interests of the WSWFVP and to advocate for local issues and interests.
- Provide regular reports to the WSWFVP and the SAFV Centre on activities and achievements against the Action Plan, and updates on statewide policy matters including activities and engagement undertaken by the SFVIAC.

Strategic Planning and Reporting

- Support the development, implementation and operationalisation of the WSWFVP Strategic Plan and Local Area Action Plans.
- Ensure that WSWFVP activities and priorities are aligned with the WSWFVP Strategic Plan.
- Coordinate the preparation and submission of reporting on behalf of the WSWFVP.
- Participate in discussions with the Auspice agency, Independent Chair and the DFFH Area to discuss the mid-year and full year WSWFVP activity and performance reports, and financial position of the WSWFVP.

Capacity building

- Undertake activities to build capacity and knowledge regarding the Family Violence reforms and service responses within and across the system.
- Develop communications and engagement between the family violence services, other sectors, peak bodies and government on matters relevant to cross sector system integration.
- Coordinate and develop capacity building and workforce development initiatives that improve the safety of victim survivors and increase the accountability for perpetrators.
- Coordinate and oversee the delivery of MARAM Collaborative Practice Training for the South West area.
- oversee the delivery of any FSV funded projects for which the WSWFVP is responsible.

Represent the WSWFVP

- At routine meetings with FSV.
- In regional and statewide forums and advocate on issues relevant to the South West area.
- In activities and engagement coordinated through the SFVIAC.

Organisational Responsibilities

- Participate in staff and program meetings, supervision, training and professional development.
- Ensure compliance with relevant legislation, policy, procedures and practice guidelines.
- Actively contribute to the development of a positive and high-performing organisational culture, including by identifying opportunities to improve team work practices.
- Participate in the continuous quality improvement of the SAFV Centre and the development of best practice.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.
- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure, our code of conduct and the code of the professional association of which the employee may be a member.
- Other duties as required

Key Selection Criteria

Your application must address the following:

Essential Qualifications and Experience

- A degree level qualification in Social Work, Health, Community Development or related discipline.

Essential Skills and Knowledge

- Well-developed and demonstrated understanding of the causes and complexities of family violence.
- Knowledge of the family violence service system and relevant government policy.
- Well-developed strategic leadership, collaborative partnership and stakeholder engagement skills.
- High level communication skills, including skills in engaging with a diverse range of stakeholders across different service sectors and communicating complex information as simply as possible.
- Demonstrated ability to write high quality documents for a variety of audiences and to make confident verbal presentations.
- High level strategic and critical thinking, including the capacity to collaborate both at the local and state-wide levels to meaningfully influence improvements to local systems and the direction of Statewide reforms.
- Demonstrated ability to work with multiple accountabilities.
- Highly developed project management, organisational and logistical skills.
- Demonstrated ability to undertake research and the capability to collate and analyse local system perspectives into broader themes or issues or gaps.
- Demonstrated skills in managing conflict, competing demands, prioritising work and the ability to progress and achieve activities, deadlines and targets within an agreed Work Plan.
- Ability to work autonomously as well as part of a team.

Other

- Commitment to the vision, philosophy, aims and objectives of The SAFV Centre.
- Commitment to continuous quality improvement and cultural equity in service delivery.
- Current Victorian Driver's Licence.

Referees

Applicants must provide the name and current contact details of 2-3 professional referees including the most recent or current supervisor.

Period of Appointment

This position is 12 months fixed term.

Hours of Work

- The position is Part time to Full time (0.8-1.0 FTE) for 12 months.
- Location of the position is at the Warrnambool office or outreach location as required.
- Hours will usually be worked during business hours of 9.00am 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

Annual salary range will be paid in accordance with the current industrial agreement, The Sexual Assault & Family Violence Centre Enterprise Agreement 2023 and classified as a Specialist Family Violence Practitioner, Level 6, Pay Point 1.

Annual salary range is SCHADS Level 6 pay point 1 plus superannuation (pro rata for part time). Salary will be commensurate with experience and skills.

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
- Certified copy of qualifications
- National Police Records Check – renewed every 3 years of employment at employee expense
- Evidence of working rights in Australia
- Qualification Verification

***Minimum mandatory qualifications requirements**

As per the minimum mandatory qualifications requirements via <https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners> all candidates wishing to apply for this role must be able to demonstrate that they:

- are considered EXEMPT under the policy
- OR hold a Bachelor of Social Work or other equivalent qualification
- OR have minimum 5 years relevant professional experience, OR a related qualification as per the mandatory minimum qualification requirements.

OR hold significant cultural knowledge and experience or lived experience, and have faced barriers to educational pathways.

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, _____, 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: _____