

Position Description

Title	Executive Manager – South West/Wimmera Victoria
Employment Type	Full time
Reports to	Chief Executive Officer
Reports	<p>Direct Reports</p> <ul style="list-style-type: none"> • Principal Solicitor Community Legal Program • Principal Strategic Advisor • Strategic Project Manager • Executive Assistant <p>Indirect Reports</p> <ul style="list-style-type: none"> • Client Services Manager- South West • Team Leader Therapeutic - Wimmera <p>Total Staff (Wimmera & South West) approx. 54 and growing</p>
Work Location	<p>The position is based in Warrnambool or Horsham, with regular travel between the three regional offices required.</p> <p>A Hybrid Work arrangement is currently available with a minimum of four days in the office for executive staff. (Reviewed 30 June 2025).</p>
Date of review	June 2024

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

The SAFV Centre is a community-based, not for profit organisation supporting communities primarily across the Barwon, Wimmera and South West areas of Victoria, with limited service delivery in West Metropolitan Melbourne. We offer a range of specialist support services for people impacted by sexual and family violence as well as support services for victims of crime. These 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, and

- practical assistance, advocacy, case management support and legal aid services for all victims of crime.

The South West comprises approximately 54 staff across various program areas including specialist family violence services, refuge and housing, Orange Door, 24 hour family violence crisis response, victim's assistance program and community legal services.

The Wimmera office currently has 9 staff and provides sexual and family violence therapeutic services and 24 hour sexual assault crisis responses.

The Barwon office has 154 staff across a range of specialist family violence, sexual assault, victim assistance, and training and prevention programs.

Position overview

Reporting to the CEO, the Executive Manager, South West Wimmera is a newly created role and forms a key part of our organisation's executive leadership team. Working collaboratively alongside the other executives, the Executive Manager is responsible for the successful business operations in the South West and Wimmera Regions of Victoria in addition to leading overall organisation wide strategy development, reporting and business planning.

The Executive Manager will:-

- lead and manage daily operations across two office locations in South West and Wimmera,
- inspire a positive, values based culture through guiding and supporting the people leaders across the two regions
- partner with other executives to optimise operational performance
- build regional profile and reputation
- lead and drive organisational strategy and business planning
- ensure regulatory and organisation standards are upheld
- harness opportunities for further service development & delivery and focus on achieving business goals, and
- collaborate with stakeholders to maximise partnerships and client outcomes.

This position has direct management of program leaders and indirect management of all staff across the South West and Wimmera.

Relationship with other executives and South West/Wimmera

The regional executive will work collaboratively across our entire executive and extended leadership team to coordinate operations and client services. Specific matrix reporting or critical relationships include:

The Executive Manager Client Services:

Is responsible for whole of organisation client service delivery, including line management of all client services staff, practice leadership, individual and business unit performance, recruitment, supervision and accountability. This relationship will be critical to the day to day leadership of staff and operation of the regional outlets.

The Client Services Manager, South West:

Reports directly to the Executive Manager Client Services, Barwon and also reports to the Regional Executive for day to day functioning, site coordination, critical incidents, regional partnerships, strategic development of services, new initiatives, and addressing local needs.

Team Leader Therapeutic Services, Wimmera:

Reports directly to the Manager Therapeutic Services, Barwon and is accountable to the Regional Executive Manager for operational and day to day matters.

Corporate Services staff:

In the Warrnambool and Horsham offices staff report directly to their line managers. However, operational and day to day direction, accountability and oversight is through the Regional Executive.

- There are other positions with dual accountability, which are documented in the organisation chart.

The South West Community Legal Service reports directly to the Regional Executive Manager, thus knowledge and experience in the delivery of community legal services is highly valued.

The South West Family Violence Principal Strategic Advisor is also a direct report and works closely within a cross-sector partnership to develop, enhance and implement strategic direction and integrated responses to family violence at a local level.

The executive role is supported by a part time Executive Assistant.

Together with the CEO and the Board, the position holds a whole of organisation portfolio in the renewal, implementation and reporting of our 2024 – 2030 Strategic Plan. The SAFV Centre has seen unprecedented expansion and diversification in recent years and this role will, in consultation with the CEO and the Board, be central to the development of our renewed strategy toward excellence in client services, continued growth and future sustainability.

POSITION REQUIREMENTS

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

Leadership;

- Provide strategic and operational executive leadership of the South West and Wimmera Regional offices to ensure the achievement of operational and strategic goals.
- Role model values based leadership for regional offices in the South West and Wimmera by overseeing daily operations, guiding people leaders, and responding to local needs.
- Contribute to and facilitate a strong regional connection across the organisation to our values, vision and purpose to enable The SAFV Centre to further enhance our dynamic culture, capability, diversity and inclusion.
- Undertake a wide range of executive responsibilities for the regions in consultation and on behalf of the CEO.

- Demonstrate a growth mindset, consider, inform, consult and act to enable new opportunities, and build a strong future focused vision for the regional areas.
- Hold a solid understanding of the needs of rural and regional communities, advocating, positioning and advancing The SAFV Centre as a leader in delivering specialist services.
- Enhance the long-term future of our South West Wimmera services by continuing to build capacity, reputation, relevance, reach, income streams, partnerships and projects that reflect the purpose and values of The SAFV Centre.
- Support and guide the strategic priorities and partnership approach in the South West Local Area, Family Violence Planning Group.
- Bring expertise in community legal service jurisdiction and work closely with the Principal Solicitor to build sustainability, and local capacity and enhance integration with our other services.
- Optimise and evaluate regional performance and provide analytical data insights and reports that enhance delivery and lead to new and improved ways of working.
- Project manage and implement new initiatives as relevant to the regional areas by developing comprehensive project plans, budgets and timelines.

Staff/Service Responsibilities:

- In consultation with People and Culture and working within the whole of organisation direction, create a positive and values based culture that inspires engagement and wellbeing, resilience and self care.
- Align to our quality management framework to ensure practices and procedures are consistent with the organisations policy and procedures, standard operating procedures and guidelines, and accreditation requirements.
- Contribute as a member of the Executive Leadership Team to uplift employee engagement and build the desired culture, including leading activities toward a culture of high performance, collaboration and innovation.

Strategic Responsibilities:

- Provide strategic advice to the CEO and lead the development, implementation and monitoring of our strategic plan.
- Ensure timely reporting of business plans, strategic projects and success measures.
- Provide expert advice and thought leadership in innovation and growth.
- Further the integration of Emma House and The SAFV Centre by building connections and harmony across our South West, Wimmera and Barwon offices
- Construct and contribute to business cases, tenders, submissions, reports, briefing papers, policy and procedures and guidelines.
- Undertake public speaking, presentations, conferences and seminars on the work of and unique achievements of The SAFV Centre.

Organisational Responsibilities

- Regular reporting to the CEO including progress of annual work objectives and business unit functions.
- Monitor service levels and ensure the optimal management of resources in accordance with budget, delegations and financial parameters.

- Role model professional conduct and facilitate strong engagement across the organisation to our values, vision and purpose by ensuring your work practices are ethical and comply with The SAFV Centre Policy and Procedure and our Code of Conduct.
- Collaborate and lead as an active member of the Executive Leadership Team by demonstrating a strategic mindset and being resilient, solutions and future focussed.
- Participate or lead projects and new initiatives that are to be delivered.
- Appropriately apply delegated authority to represent and negotiate on behalf of The SAFV Centre, and deputise as CEO when requested.
- Adhere to all organisational policies, procedures, standards and practices, alongside providing expert advice into the development and/or review of organisational policies and procedures.
- Ensure compliance with all relevant legislation, regulations, funding guidelines, service standards and contractual obligations.
- 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.
- Participate in the development of best practice and continuous quality improvement for The SAFV Centre.
- Perform additional duties from time to time, as requested

KEY SELECTION CRITERIA

The successful candidate must be able to demonstrate a leadership commitment to the vision, values and purposes of The SAFV Centre, and a deep understanding of the scope of our organisation, alongside an understanding of the structural issues associated with sexual and family violence and a commitment to gender equality and social justice.

The following criteria must be met and addressed in your application for consideration for this position:

Essential experience

- 10+ years of executive management, business management in a similar role, with an understanding of the not for profit community sector and its compliance framework.

Essential skills and knowledge

- Highly developed leadership, change management, decision-making, and organisational skills;
- Excellent written and oral communication with experience in preparing presentations and reports to a CEO and Board.
- Demonstrated ability or experience as a deputised CEO ideally across a multi-disciplinary team environment.
- Highly developed interpersonal skills to enhance collaborative working relationships internally and externally with wide range of individuals from diverse backgrounds including staff, stakeholders, partner organisations and other service providers.
- Ability to provide professional judgement and considered advice, hold an executive mindset and demonstrate strategic capacity toward a future focussed organisation.

- Demonstrated aptitude to lead, support and champion change and to assist others to positively engage with the change process.
- Extensive leadership skills to work at the highest capacity of the organisation and ability to provide matrix management and leadership to a range of staff across various sites.
- Demonstrated expertise in leading strategic planning processes, managing projects and delivering outcomes.
- Demonstrated ability to work in a dynamic environment, responding flexibly to meet changing needs, competing demands, priorities and deadlines.
- Strong knowledge of Community Legal Centres (CLC) and ability to represent the organisation at sector specific forums and working groups, alongside experience of continuous quality improvement processes within the framework of meeting CLC national standards.

Salary and Conditions

- Individual contract.
- A vehicle or allowance, phone and laptop are provided.
- The Sexual Assault & Family Violence Centre is a Public Benevolent Institution. Salary Packaging is provided via Maxxia. PBI status with other expenses available to package above this cap.
- Superannuation payments in accordance with the *Superannuation Guarantee (Administration) Act 1992*.
- Probationary Period of 6 months with a review conducted during this time.

Employee Responsibility to provide prior to commencement

- National Police Records Check – renewed every 3 years of employment at employee expense
- Valid Working with Children Check
- Working rights in Australia
- Current Victorian Driver's Licence.
- Qualification verification

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.

Employee Declaration

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: