

REPORTS to	CEO	NAME	TO BE APPOINTED
NAME	Jacqui Watt	Signature	date
APPROVED	date	ABOUT NO TO VIOLENCE	
DATE EST./ REVISED	October 2019	<p>For 25 years, NTV has been working with men who use family violence. We specialise in effective evidence-based engagement of men. Our expertise in challenging their beliefs, attitudes, behaviour and choices has enabled us to develop standards, programs, practices and training and lead policy development that have influenced national developments. Our work takes courage and commitment, and it takes courage from our community to recognise that working with the men who use family violence is a critical step in ending the harm their behaviour causes.</p> <p>NTV is the largest peak body for organisations and individuals working directly with men to end family violence in Australia. We provide telephone counselling, information and referrals every day for men in Victoria, New South Wales and Tasmania. As a pro-feminist organisation, at the centre of our work is the safety of women and children. We believe that by ending men's violence, families can lead better lives.</p>	
TEAM	Sector Development		
REPORTS	Sector and Practice Development Teams. Growth and Partnerships, Fund Raising		
POSITION TERM	Full Time, employment		
LOCATION	NTV head office, Melbourne		

PURPOSE OF THE POSITION

The **Head of Sector Development** is expected to develop, maintaining and lead relationships with members, partners and other potential stakeholders and future project partners within the sector. By utilising the NTV's practice knowledge and impact data they will develop and continuously improve practice materials and tools that help set higher practice standards within the family violence sector. Operating across different Jurisdictions (currently VIC, NSW and TAS) providing advice, they also support and guide sector organisations on practice standards (current, safe and effective practices) for addressing men's family violence. The role collaborates with other Executive team members to ensure collaboration, shared understandings and eliminate duplication across all NTV across Australia to advance NTV's strategic objectives, policies and service deliverables and across all areas of influence (including NGOs/community services, government and corporate sectors Australia-wide). They play a critical part in developing and managing partnerships with services, external stakeholders and government with a particular focus and commitment to rural and regional communities and also to source and raise funding. The role is responsible for contributing to identification and achievement of NTV's strategic objectives and goals around sector development, influence, engagement and advocacy with various stakeholders.

The **Head of Sector Development** will report directly to the CEO and be part of the Senior Leadership Team. They will lead and manage the Sector (including the broader community sector) and Practice Development teams, plus Growth and Partnerships and Fund Raising to cement and grow NTV's influence as a national body.

KEY AREA	KEY RESPONSIBILITIES	Indicative performance measures
SECTOR DEVELOPMENT STRATEGY	<ul style="list-style-type: none"> Develop, operationalise, review and evolve a nationwide Sector Strategy and Implementation Plan with a five year horizon, to promote NTV's profile as the national expert/body in engaging effectively with men to help end family violence and keep families safe. Create specific State/Territory sector development strategies where appropriate and necessary. Set the tone for the Sector and Practice Development Teams to collaborate with external and internal stakeholders to develop relationships that align with NTVs long term strategy and grow the profile of the organisation with these stakeholders. 	<ul style="list-style-type: none"> Approved sector development strategy plan within six months including targeted state/territory plans Stakeholder feedback on contribution Strategy implementation performance
SECTOR DEVELOPMENT	<ul style="list-style-type: none"> Represent NTV as a 'thought leader' in all areas of NTVs unique expertise in engaging with men to challenge their beliefs, attitudes, behaviour and choices. Identify opportunities for the CEO, Board and Senior Leadership Team members to engage in sector development activities and to contribute to public debate about family violence. Protect and enhance NTV's reputation and brand within the sector, proactively identifying any risks and mitigating those that might impact NTV negatively. Provide support and advice to the sector that will increase visibility, reach and impact. 	<ul style="list-style-type: none"> Requests to participate in sector events Conversion of sector activity to active engagement/opportunities Geographical spread of requests for sector involvement Sector impact
SECTOR STANDARDS	<ul style="list-style-type: none"> Build methodologies, tools and techniques to support sector application and conformity to sector quality standards. Explore and develop monitoring techniques that are not intrusive and recognise autonomy in an appropriate way Build and implement change management plans associated with implementation of new standards and certification frameworks. 	<ul style="list-style-type: none"> Project delivery on time, within scope and within budget. Sector uptake
PRACTICE LEADERSHIP	<ul style="list-style-type: none"> Apply best practice, evidence based and appropriate testing to ensure quality and effectiveness of frameworks, tools and guidance standards targeting practitioners and program managers. Responsible for applying NTV's practice knowledge and impact data gathered to develop and continuously improve practice materials and tools to establish robust practice and frameworks. Undertake continuous review of relevance, utility and currency of practice that meets jurisdictional and best practice standards. In conjunction with the Practice Development Manager, liaise with internal stakeholders (e.g. Direct Services Manager) to understand and gather relevant and appropriate data, to isolate impact variables and data and evaluate areas of improvement for NTV direct services. (Telephone room and court placements). 	<ul style="list-style-type: none"> Delivery of projects on time, within scope and within budget. Project risk management Project stakeholder communication Practice standards approved Standards uptake by sector entities Sector uptake converted to fee for service work

	<ul style="list-style-type: none"> • Ensure specific funded projects associated with practice frameworks, guidelines and standards meet their project deliverables to scope, on time, within budget and to standard • Support and guide the implementation info sharing methodologies and frameworks across key sector partners, members and stakeholders • Lead the development of change management practices associated with roll out of new schemes, frameworks and practice standards 	
<p>SECTOR TEAM ENGAGEMENT AND PRODUCTIVITY</p>	<ul style="list-style-type: none"> • Lead the Sector & Practice Development Teams to maximise team members’ contribution to the expert output of the department, be motivational and engaged to build a culture of high performance. • Regularly report the Sector and Practice Development Teams’ contribution to the organisation, as requested in the form of monthly and quarterly reports. • Allocate work and ensure depth, quality and timely goals are met and support staff to increase the organisation’s capacity to deliver effective on any sector development strategies • Lead and develop work planning processes and ensure work objectives are delivered on time and within the context of NTV’s Strategic Plan. • Ensure expert Sector & Practice Development staff represent NTV on relevant reference and advisory groups, attending meetings and consultations and provide expert advice in line with NTV’s positions. • Provide regular and timely feedback and encourage two-way communications to (via regular 1:1 supervision, team meetings, reflective practice), help staff increase their work capacity and continue their learning journey. Developing performance improvement plans as required. • Lead and contribute alongside fellow leadership team members and CEO to the organisational culture, ensuring all staff understand and demonstrate <u>belief</u> in men changing their violent behaviour and the effective impacts of NTV’s work. • Continually communicate effectively the impact of NTV’s work to staff and ensure staff portray the official NTV FV positions and concepts, using preferred language, phrasing and terms. Embed the NTV preferred way with staff via communication guides and any other material • Ensure that NTV complies with its OHS and other HR legislative and contractual obligations and maintains a positive and well respected reputation within the community and amongst funders. 	<ul style="list-style-type: none"> • Performance to plan • Cost of Toil • Engagement score or alternative • Unwanted employee turnover • Unwanted Loss during probation • % team attending weekly meetings
<p>SECTOR DEVELOPMENT FINANCIAL MANAGEMENT</p>	<ul style="list-style-type: none"> • Work with the Senior Leadership Team and contribute to the budget planning process and ensure all sector development and stakeholder activities are managed within allocated budget • Ensure financial performance meets budget • Provide narratives and supporting information required for executive and Board reports. 	<ul style="list-style-type: none"> • Budget preparation to timetable • Financial performance to budget within agreed variation • Financial reporting support to timelines.

<p>EXECUTIVE TEAM COLLABORATION</p>	<ul style="list-style-type: none"> • Provide information, support and advice to other teams including: <ul style="list-style-type: none"> ○ Communications and Advocacy Team in respect of: <ul style="list-style-type: none"> ▪ Emerging sector issues, opportunities to strengthen policy initiatives, advocacy and collaboration. ▪ Advice and support in respect of key sector stakeholders and influencers e.g. government departments, police, other sectors (AOD, mental health etc.) to facilitate well informed and appropriately targeted responses ▪ The provision of insights, intelligence and analysis, strategic and practical input and feedback that may inform policy or communications/media campaigns. ▪ Identifying advocacy and policy campaigning opportunities ▪ Assist as appropriate with the development of a member-led, evidence-based policy platform and advocacy strategy that identifies opportunities for influence that could drive social change. ▪ Provide insights to maintain a sound and current understanding of all States and Federal government policy and legislation pertaining to family violence, including potential funding sources and foster relationships with government representatives. ▪ Work with members, government and community stakeholders (particularly ATSI and CALD communities) to act as a contact for information sharing and support for drafting submissions and collate any resulting case studies on family violence ○ Workforce Development team in respect of: <ul style="list-style-type: none"> ▪ The potential issues, challenges and opportunities emerging from practice leadership initiatives, ▪ The interface between practice standards and workforce development ▪ Identified fee for service opportunities ○ Services Team in respect of <ul style="list-style-type: none"> ▪ The potential issues, challenges and opportunities emerging from practice leadership initiatives, ▪ The interface between practice standards and workforce development ▪ Identified fee for service opportunities ○ The Executive team in respect of: <ul style="list-style-type: none"> ▪ providing editorial services and up to date content for NTV documents (e.g. submissions, grant applications, tenders etc.) ▪ support for other senior peers on the leadership team and proactively alert the CEO of any impending issues of significance. ▪ current content and relevant details to ensure submissions, case studies and frameworks are developed that match the sector’s needs on family violence issues. 	<ul style="list-style-type: none"> • Timeliness and relevance of position papers/submissions/case studies are prepared and critiqued in response to various FV agendas • % attendance at exec and management team meetings • 360 feedback results • Peer satisfaction with support given • Timeliness of advice and support
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<p>STAKEHOLDER ENGAGEMENT ACTIVITIES</p> <p><i>(I'm not sure you need this – it is input activities associated with each of the areas above. Or is it something that needs to be expressed as separate in its own right?)</i></p>	<ul style="list-style-type: none"> • Manage long term strategic as well as day-to-day relationships with key internal and external stakeholders, other family violence service providers and other relevant peak bodies • Lead and focus on building strong external stakeholder relationships with key people involved with both potential and existing projects with partners around sector development. • Develop and maintain effective stakeholder relationships with State and Federal Government representatives, NTV members, corporate and other funding partners, joint venture partners, Police, Courts, contracted clients, other peak bodies, other advocacy bodies etc. • Where required, attend state-wide and national family violence practice and sector development events/conferences, make presentations as appropriate and if required provide input into key committees and action teams (created by government) working in the men’s family violence space. • Along with other members of the Senior Leadership Team play a leadership role in engaging with, supporting and building the membership base in Victoria, NSW and Nationwide. • Support NTVs existing partnerships to connect to NTVs member services and maintain and grow new strategic relationships with external stakeholders to increase stakeholder engagement. • Monitor report and evaluate all stakeholder engagement activities on a regular basis and implement a process of “lessons learnt” as part of a continuous improvement approach. 	<ul style="list-style-type: none"> • Timeliness of risk reporting to Executive and Board • Reputation as a trusted advisor
<p>FUNDING AND PARTNERSHIPS</p>	<ul style="list-style-type: none"> • Development and management of funding strategy • Work with other Senior Leadership Team members and reporting managers (as appropriate) to prepare bids, grant applications and other funding applications not involving an exchange of services • Ensure funding targets are met and provide appropriate reports to facilitate planning, remedial action and support from the Executive team and Board • Provide leadership and active input into fundraising initiatives. • Integrate “in kind” initiatives with other funding activities 	<ul style="list-style-type: none"> • Funding strategy delivered to target date and approved with minimum rework • Delivery of funding targets
<p>NTV MEMBERSHIP</p>	<ul style="list-style-type: none"> • Design and implement strategies to build NTV membership nationally • Ensure membership support and engagement provides mutual benefit • Design and implement membership engagement strategies 	<ul style="list-style-type: none"> • Membership growth • Membership engagement
<p>ADHERE TO these POLICIES, FRAMEWORKS and SYSTEMS</p>		<p>WORK with these STAKEHOLDERS and their SYSTEMS</p>
<ul style="list-style-type: none"> ✓ NTV organisational policies, processes and procedures ✓ NTV strategic organisations goals and initiatives ✓ Communications strategy and implementation plan <ul style="list-style-type: none"> ○ Short, medium- and long-term goals within the plan ✓ NTV Policy analysis Framework ✓ Sector & Practice Development Strategy documentation 		<ul style="list-style-type: none"> ✓ NTV Members and the Board ✓ Various Government departments relating to the family Violence sector (e.g. DHHS) ✓ Other Peak Bodies (e.g. AOD, mental health etc.), FV Organisations (e.g. Safe Steps, 1800-Respect etc.) ✓ Policy makers and influencers

- ✓ External consultants/coaches/mentors
- ✓ Service providers in related sectors

EXPERIENCE, QUALIFICATIONS AND KEY SELECTION CRITERIA

<p>ESSENTIAL</p> <ul style="list-style-type: none"> ▪ Qualifications in Social work, Public or Social Policy, Advocacy, or similar/equivalent experience ▪ Extensive experience in sector and practice development, gained largely from working within complex and issues with rich external stakeholder environments; ▪ A demonstrated track record of work and understanding of the gendered nature of family violence and the need for appropriate responses through working with men ▪ An empowering leadership style and experience in leading and effectively managing teams during times of change ▪ Outstanding written, verbal and presentation skills, with the proven ability to take a strategic view and align initiatives with that view. ▪ Knowledge and experience of providing specialist practitioner services within the family violence field including perpetrator engagement, trauma impacts on adult and children and significant operational knowledge of the community sector. ▪ Demonstrated <u>belief</u> that change is possible for men who use family violence with their families, and the effective and impact of our work ▪ Demonstrated political nous (need to understand State and Federal Government context) and proven ability to influence and enhance the reputation of NTV's brand ▪ Demonstrated understanding of budgets and reporting ▪ Innovative, influential and collaborative approach to problem-solving/solution-finding activities 	<p>DESIRABLE</p> <ul style="list-style-type: none"> • Demonstrated experience in advocacy, campaigns and policy development
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<p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • Legal entitlement to work in Australia and current Police and Victorian Working with Children Checks. • Ability to do some regional and interstate travel and occasional out of hours work • NTV Managers may be required to attend Board of Governance and Board Sub-Committee meetings which typically take place in the evening. Attendance will be required up to 4 times per year, or as required. • A personal commitment to the practice and principles of non-violence, justice, social inclusion and gender equity • High professional ethics, use of confidentiality, discretion and initiative to stay focussed on reducing FV, within job scope • Commit to working inclusively with Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse communities, LGBTQI and people with disabilities

End

Position Description

HEAD OF SECTOR DEVELOPMENT

Attend twice-weekly executive meetings, monthly management meetings and reflective practice. Provide advice and report on a regular basis to the Board or sub-committee meetings as required.

DRAFT