

Position Description

Position Title	Principal Strategic Advisor, Southern Melbourne Integrated Family Violence Partnership
Location	Dandenong
Reports to	General Manager, Client Services
Direct reports	Nil
Hours of Employment	76 hours per fortnight
Employment Period	Ongoing
Award Classification	Social and Community Services Employee Level 7 (Social, Community, Home Care and Disability Services Industry Award 2010)
One off Position	

About the Southern Melbourne Integrated Family Violence Partnership (the Partnership):

Since the introduction of Reforming the Family Violence System in Victoria in 2006, significant measures have been taken to improve the service system response to family violence at a national, state and regional level.

Over the past decade police, courts and community services have worked together to develop an embedded integrated response to family violence, in order to improve the safety of women and children who experience violence and improve the accountability of perpetrators who use violence.

The Partnership coordinates the integrated family violence system in Southern Melbourne through its area leadership, service integration & planning role.

As the Partnership is not a legal entity, Wayss acts as an auspice, employing the critical role of Principal Strategic Advisor (PSA) to guide and advise the Partnership's work. An Independent Chair of the Partnership is in place and the PSA role works collaboratively in support of this role.

Position Objectives:

To undertake an area wide strategic leadership role for the planning and integration of family violence services, informed through both the area experience and state-wide participation. The role is instrumental in the ongoing development of an integrated service system and implementation of the Royal Commission into Family Violence (RCFV, 2015) recommendations within the area.

This key position has the responsibility to work with the Partnership and other key stakeholders to promote, develop and enhance effective responses to family violence across the service system during this significant reform period and beyond. The PSA role focus is on facilitating integration, collaboration and consistency within the Southern Melbourne area engaging with key stakeholders in the region to support their understanding and 'buy in' to family violence reforms.

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Key Performance Indicators:

Quality Services & Outcomes

- Coordinate the development of the area's Strategic Action Plan (the Plan) in consultation with the Partnership group and key stakeholders.
- Provide strategic leadership and oversight of the implementation, monitoring and review of the Plan in accordance with State Government's policy frameworks.
- Maintain an overview of key policy and program developments and identify implications and opportunities for the Southern Melbourne area.
- Provide informed, considered and evidenced advice on service integration and policy to the committee, government and other professionals.
- Coordinate capacity building initiatives (e.g., workforce development and cross sector linkages) that support the safety of women and children and accountability for perpetrators.
- Relevant information is prepared and disseminated in a timely way to Partnership members to support systems and service integration.
- Identify, and promote successful integration service models.
- Oversee the fulfilment of reporting to relevant funding bodies' requirements.
- Oversee the coordination, contract management, monitoring and reporting of the delivery of any Partnership initiatives.

Strategic Networking & Liaison

- Plan and resource the Partnership and any area training or forums.
- Represent the Partnership and initiatives from the Southern Melbourne area in relevant regional and state-wide forums.
- Develop and maintain an effective communication strategy for services responding to family violence in the Southern Melbourne area.
- Develop and maintain strategic relationships with key stakeholders involved in provision of specialist family violence and related services in the area.
- Maintain strong connections and work collaboratively with key area networks and groups including indigenous family violence, homelessness and family services.
- Be a conduit and provide a point of coordination for government and the integrated family violence services system.
- Take a lead role in developing partnerships between services, encouraging collaboration in operations and innovation in integrated service delivery.
- Provide strategic leadership in the development, implementation and monitoring of integrated approaches.
- Ensure area engagement in family violence reform processes through leading and supporting co-design and consultations.
- Monitor, develop and improve stakeholder engagement strategies used by the partnership to ensure its relevance and high level engagement and participation of members.

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Collaboration and Teamwork

- Work collaboratively with and in support of the Independent Chair of the Partnership
- Governance (secretariat) and operational support is provided in a professional and timely manner, including the Independent Chair
- Participate in team meetings and professional development.
- Work collaboratively and proactively with the Wayss client services management team and to achieve organisational goals.
- Provide strategic advice on the development of new family violence programs, services and initiatives for Wayss.

Effective Organisational Systems and Development

- Support the sound governance and operations of the Partnership.
- Oversee any relevant budgets and have financial delegations to support the implementation of the Strategic Action Plan.
- Participate in relevant organisational planning at Wayss.
- Maintain data collection as required.
- Develop, implement and monitor a PSA work plan.
- Be actively involved in a learning organisation including continuous quality improvement, accreditation processes and performance reviews.
- Apply the organisation's purpose and values in order to achieve Wayss strategic objectives and priorities.
- Source project workers and/or consultants as necessary for Partnership initiatives and facilitate contract negotiation and management.

Other

Wayss is committed to being a child safe organisation. Wayss has a zero tolerance of any abuse or maltreatment of children and young people. Wayss requires that every person who is part of the organisation treats the rights, interests and safety of children and young people as paramount.

At Wayss, diversity and inclusion is an integral part of our culture and purpose. All employees are required to support our commitment to being an organisation that embraces equity, diversity and inclusion

KEY SELECTION CRITERIA

- Appropriate tertiary qualifications in Social Work, Social or Behavioural Science, Psychology or other relevant discipline
- Experience in community service sector at a senior level
- Sound knowledge of family violence issues including an understanding of issues relating to the gendered nature of family violence
- Knowledge of the family violence service system and relevant government policy
- Demonstrated experience in planning, development, delivery and evaluation of projects including of community education and development activities and materials

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- Demonstrated experience in the convening, facilitation and maintenance of meetings
- Demonstrated experience in building and maintaining strategic relationships with a broad range of key stakeholders in the community and government sectors at management level
- Demonstrated capacity to effectively manage, build and monitor complex partnerships and stakeholder relationships with competing priorities in an environment requiring influence and engagement rather than creating change through direct authority
- Highly developed and demonstrated communication skills – both verbal and written
- Strong management and organisational skills; demonstrated capacity to manage multiple projects
- Ability to work both independently and as part of a team and respond flexibly to demands and priorities
- Commitment to Waysys purpose and values
- Advanced computer skills in the Microsoft Office suite

Additional requirements:

- Current Victorian Driver's Licence,
- Relevant pre-employment screening and checks which includes a police check

Endorsed By:

Employee Name _____ Date ____ / ____ / ____

Signature _____

Manager/Coordinator _____ Date ____ / ____ / ____

Signature _____

Human Resource Manager _____ Date ____ / ____ / ____

Signature _____