

Our Watch role statement

Position details

Position title:	Manager, Practice Systems (parental leave)
Reporting to:	Director, Practice Leadership
Position location:	, Melbourne CBD (some interstate travel expected)
Work type:	Fixed-term, full-time
Job duration:	May 2021
Salary:	Our Watch Band 6.1. (Commencing at \$113,074.00 – \$123,842.00) plus superannuation and 17.5% annual leave loading

Organisation Context

Our Watch is a national not-for-profit established in 2013 to drive nation-wide change in the culture, behaviours and attitudes that lead to violence against women and their children.

Our Watch's vision is an Australia where women and their children live free from all forms of violence. Our mandate is to stop violence before it happens, and our purpose is to provide national leadership to prevent all forms of violence against women and their children. Our work will always be based on sound research and strong and diverse partnerships.

Our Watch recognises and values diversity amongst its staff and strongly encourages suitably qualified people from all backgrounds, especially people who have a strong understanding of intersectionality either by working with a diverse range of population groups or through lived experience.

Our Watch is committed to increasing employment of Aboriginal and Torres Strait Islander people in the organisation. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

Position Overview

Reporting to the Director, Practice Leadership, this is an important leadership role overseeing the implementation of the Practice Leadership operational plan with a particular focus on systems integration, scale up and sustainability. You will lead a small team to deliver on a broad range of activities including overall strategy and specific prevention initiatives.

This is a full-time position located in the Practice Leadership team, with a strong role in leadership and management of the practice systems team. The role's primary responsibility is to manage a portfolio of initiatives in education, workplace, sport setting and other sectors with the ultimate goal of increased quality prevention practice across Australia.

You will be accountable for externally-facing engagement and communications, and for identifying, managing and, where necessary, escalating emerging risks and urgent issues. You will develop and nurture effective collaborative relationships across the organisation and with key stakeholders, including staff in government departments and agencies, and proactively contribute to team and organisational improvement projects.

You will be an experienced leader and have significant project development and project management experience, strong stakeholder engagement and partnership skills, staff management skills and familiarity with action research methodologies and evidence-based resource development.

This role presents a great opportunity for the right person to grow and expand with our organisation.

Responsibilities and Accountabilities

1. As manager in the Practice Leadership team you will lead your team in the delivery of the Our Watch operation plan including but not limited to:
 - Build the evidence base in understanding drivers of all types of violence against all women in Australia
 - Translate evidence into accessible and effective social marketing campaigns, practice and policy solutions
 - Build the evidence through developing, piloting and evaluating long term approaches to change to prevent violence against all women;
 - Increase the skill, number and coordination of people preventing violence against all women across all settings
 - Integrate our work into Australian systems, institutions, structures to continuously address the drivers of violence against all women
 - Connect with Australians where they live, rest, work and play and give them the confidence, motivation and tools to drive change; and
 - Create structures for leadership and drive investment across industries, jurisdictions and governments to drive prevention and cultural change
2. Manage the operational components of practice based projects, including budgets and financial reporting, allocation of team resources and effective management of practice related contracts and tenders.
3. Lead practice direction and advice on Our Watch work including:
 - Fostering an 'evidence-based and evidence-building' culture, advising on best and emerging practice for Our Watch's work.
 - Inform Our Watch's public positioning relating to PVAW practice.
4. Contribute to building Our Watch as a trusted and expert National organisation by:
 - Working across roles and functions to advance the work of the organisation
 - Adding to Our Watch OHS and continuous quality improvement activity
 - Representing Our Watch at relevant meetings and events
 - Undertaking other duties as required from time to time
5. Lead and develop a team of professionals, actively developing their skills through coaching, professional development and performance management.

Current Direct Reports

- Senior Advisor, Universities (two roles, one based in Brisbane)
- Senior Advisor, Higher Education
- Senior Advisor, Workplaces (currently two roles, and one additional role will be recruited)

Organisation Relationships

Internal:

- Media and Communications team
- Policy and Evaluation team
- Practice Leadership team
- Corporate Services team
- CEO and Senior Executive team

External:

- Our Watch member representatives
- Relevant government departments
- Project partners and sector stakeholders
- External suppliers

Selection criteria

Commitment	<ul style="list-style-type: none">• Commitment to working collaboratively and respectfully in a high performing team and organisation, with a persevering style, with creativity and ability to meet deadlines and work productively with limited supervision.• Commitment to Our Watch’s vision, purpose and mandate.• Commitment to maintaining a work environment where differences are valued, encouraged and supported, and promoting the Our Watch ideals of gender and cultural diversity at all times.• Commitment to working collaboratively and respectfully in a highperforming team and organisation, with a persevering style, with creativity and ability to meet tight deadlines and work productively with limited supervision.• Promotion of organisational values, the principles of gender equality and inclusivity, and a strong professional culture and collaborative relations within the organisation and with stakeholders.• Proven record of maintaining a work environment where differences are valued, encouraged and supported.• Comfortable in a busy environment, with a persevering style and ability to meet tight deadlines.• Contribute to maintaining a work environment where differences are valued encouraged and supported.• Commitment to Our Watch’s vision and organisational values, including the principle of gender equality, and the importance of taking an intersectional approach to our work.
Qualifications and experience	<ul style="list-style-type: none">• Tertiary qualifications in health promotion, social or political science, gender studies, community development, other area of relevance or equivalent experience• Significant experience leading prevention of violence against women practice at regional, state or national level.• Strong understanding and demonstrated experience in taking an intersectional approach to the prevention of violence against women. Awareness of and sensitivity to systemic inequality, issues of cultural and linguistic diversity across the Australian population, and the range of intersecting issues of relevance to Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ people, refugees and migrants•

Program design and implementation	<ul style="list-style-type: none"> • Advanced and demonstrated ability to lead program development and implementation for preventing violence against women and their children. • Significant experience with program logic models and evaluation frameworks to frame action and track progress in areas of complex and multi-level change. • Ability to manage projects, including budget and financial reporting, allocation of team resources and effective management of practice related contracts and tenders. • Commitment to action research approaches to evaluation underpinned by participatory/empowerment models.
Leadership and management	<ul style="list-style-type: none"> • High level leadership skills, including excellent interpersonal, communication, engagement and negotiation skills. • Extensive experience managing a team, including resource allocation, coaching and development, employee engagement and performance management.
Stakeholder engagement and relationship development	<ul style="list-style-type: none"> • Sophisticated interpersonal, engagement and consultative skills including at senior levels across organisations and government. • Experience of interacting with government and experience managing relationships with external funding bodies
Policy development	<ul style="list-style-type: none"> • Demonstrated capacity for innovation, creativity, and strategic and lateral thinking. • Understanding of critical issues relating to policy for prevention of violence against women. • Ability in providing high-level advice to decision-makers within organisations and funding bodies.
Written and verbal communication	<ul style="list-style-type: none"> • Strong written communication skills, including experience writing evidence based, engaging and effective documents suited to audience and which provides clear messages. • Excellent verbal communication skills, including highly-developed influencing and negotiation skills, and the ability to listen, understand and adapt to audience needs. • Demonstrated skills, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these.

The Role of Managers at Our Watch

Outlined below are the key areas of responsibility and associated competencies for managers at Our Watch.

Key Areas of Responsibilities

The four key areas of responsibility for managers at Our Watch are:

1. **Managing your team, being in charge and responsible for its performance**, including:
 - Managing people, their workloads, wellbeing, productivity, training and development and their performance (including line management of staff in your own teams who are members of cross-functional project teams).

- Managing team resources, budgets, and ensuring quality and timeliness of deliverables.
 - Undertaking short term planning, and implementing plans, projects and policies with the team.
 - Quality assure and champion team's use of policies and processes in Human Resources and Finance (including procurement) and the organisational systems such as the Project Management Framework and Sugar CRM.
2. **Being the lead functional expert for the organisation**, including:
 - Providing information/advice to directors on strategic and content/quality issues within your functional area.
 - Providing expert advice and guidance to stakeholders within your functional area.
 - Undertaking outward-facing work (presentations, conferences etc) that advances *Change the story* within/through your functional area.
 3. **Support your director and broader SET, in**
 - in the implementation of the Our Watch Strategic Plan,
 - Implementing and reporting on current Operating Plan
 - Promoting and implementing and Change the story across jurisdictions.

The Managers working together in:

4. **Overseeing the Collaboration Framework across the organisation**, including:
 - Leading collaboration across teams within the Project Management Framework.
 - Maintaining a 'birds-eye view' of all projects across the teams, with a view to understanding where their team members 'sit' within a project, providing consistent advice and support to Project Leads, streamlining processes, avoiding duplication, managing crunch-points, and identifying potential issues
 - Sharing knowledge, learning from and supporting one another as a peer group, and contribute advice relating to their area of expertise or responsibility.

Key Management Competencies

The key areas of management responsibility are enabled by the following management specific competencies as developed in January 2018 by the OW Managers, supported by Donella Roberts from Plum Consulting. These competencies are clustered by four components of management: self-leadership, interpersonal leadership, team management, strategic leadership.

SELF LEADERSHIP

1. Demonstrates continual, self-directed learning and growth
2. Displays self-awareness and other qualities of emotional intelligence
3. Is organised, motivated, independent and adaptable
4. Practices and models self-care
5. Is values driven, feminist and passionate

INTERPERSONAL LEADERSHIP

1. Practices transparent, effective and empathetic communication
2. Adapts communication approach to meet needs of individuals
3. Models respectful and professional workplace behaviour and relationships

TEAM MANAGEMENT

1. Enables and nurtures a resilient culture that celebrates wins and works through challenges
2. Manages individual performance, workload and development
3. Leads the team planning, collaboration and group cohesion
4. Ensures cross-organisation collaboration
5. Demonstrates financial literacy and manages budget effectively

STRATEGIC LEADERSHIP

1. Feed backs insights and expertise upwards
2. Demonstrates analytical thinking and planning
3. Influences internal and external stakeholders effectively and sensitively
4. Translates and oversees implementation of organisation's strategic aims
5. Identifies and manages short and long term priorities for maximum impact