

Position Description

TITLE OF POSITION:	POLICY MANAGER (VIC)
POSITION TYPE:	FULL TIME
TEAM:	PRACTICE AND LEARNING TEAM
REPORTS TO:	DIRECTOR OF PRACTICE AND LEARNING
LOCATION:	MELBOURNE
DATE ESTABLISHED:	JUNE 2020

ABOUT NO TO VIOLENCE

No to Violence (NTV) is the largest peak body for organisations and individuals working with men to end family violence in Australia. We also provide telephone counselling, information and referrals for men in Victoria, New South Wales and Tasmania. We are a pro-feminist organisation and we acknowledge the gendered nature of family violence. The safety of women and children is central to what we do, and their voices must be heard. We have established standards of practice for professionals and continuously ensure workers in this field have the right skills. We have been supporting callers, policy-makers and professionals for over 25 years and as a result of this, we are the “go to” organisation in this field.

PURPOSE OF THE POSITION

The Policy Manager plays a leadership role in the Policy Team to proactively identify policy and advocacy priorities for NTV. The position provides information, analysis and strategic advice to the leadership team on policy issues and works with the Policy Team and CEO to develop policy and advocacy strategies. While this role's primary responsibility is to the Victorian policy context, it also works alongside other policy and management staff to steer NTV's policy and research work at a national level. The role will work with both internal and external stakeholders to ensure continuous improvement in the programs being delivered to members and other interested organisations.

KEY RESULT AREAS

KEY AREA:	KEY ROLES AND RESPONSIBILITIES
<i>Policy Development and Advocacy</i>	<ul style="list-style-type: none">• Provide strategic advice to the Leadership Team to support the determination of NTV policy priorities• Lead policy development, research, analysis and evaluation in consultation with members and other stakeholders.• Coordinate policy and research within the male family violence sector.• Formulate and conduct regular consultation with members to inform policy and advocacy efforts.• Resource members and stakeholders to contribute to policy development through consultation and other mechanisms.• Lead and contribute to written submissions to government departments on a range of policy, law reform and practice issues.• Prepare concise and timely policy responses on a wide range of issues related to male family violence• Represent NTV on relevant reference and advisory groups, meetings and

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	<p>consultations and provide expert advice in line with NTV's strategic priorities.</p> <ul style="list-style-type: none"> Using data analysis, research and evidence develop policy positions related to the prevention of male family violence. Maintain up-to-date knowledge of Family Violence including relevant services, support agencies etc. and remain abreast of any new policy or practice changes and activities.
Stakeholder Management and Relationships Development	<ul style="list-style-type: none"> Consult with members and stakeholders to develop policy and advocacy positions. Work collaboratively to develop, refine and communicate policy activity that is firmly embedded within the overall organisational strategy. Work with the Leadership Team and other team members to identify and implement opportunities to increase the profile of NTV nationally and participate and present the organisation at public events and through media opportunities as appropriate Ensure that NTV's reputation, brand and relationships with various stakeholder groups including the public and media are maintained and enhanced. Provide advice and direction to both internal and external stakeholders regarding broader systems development and quality practice with regard to conversations with men who use violence towards family members. Build strong working relationships with key sector partners and collaborate in joint policy development and advocacy where relevant, including government departments, family violence, legal and social services peak bodies and other community sector organisations. Work with other members of NTV to prepare bids, grant applications and develop fee-for-service offerings to maintain and win new business for NTV.
Staff Management	<ul style="list-style-type: none"> Recruit and manage policy and research staff Work with the Policy Team to bring about a level of continuous improvement and an increased standard of excellence Ensure you and the team remain up-to-date in your knowledge of the Family Violence sector, in particular, relevant services, support agencies etc. and remain abreast of any new policy or practice changes and activities to ensure you remain relevant with your information Ensure you and the team have a good understanding of the outputs of the Victorian Royal Commission findings and evolving policy environment and the impact this has on member organisations and the broader sector Attend state-wide and national family violence policy and practice events as required
Policies, procedures and systems	<ul style="list-style-type: none"> Adhere to, and comply with NTV's organisational policies, processes and procedures, using appropriate systems where required Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation including a positive contribution to workplace harmony and displaying cooperative team behaviour Proactively communicate, identify, report, assess OHS related risks and hazards within the organisation.

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EXPERIENCE AND QUALIFICATIONS

ESSENTIAL:

- Qualifications in social, public or health policy
- At least five (5+) years' experience in the family violence sector
- Demonstrated knowledge of the current family violence reform system including and understanding and knowledge of the Royal Commission into Family Violence and the Recommendations.
- Experience with government policy and program development
- Demonstrated experience leading teams
- Demonstrated knowledge of family violence intervention and/or prevention
- Demonstrated ability to develop strategic relationships and build networks across government and other peak bodies within the family violence sector.

SKILLS, KNOWLEDGE AND EXPERIENCE:

<i>Technical skills</i>	<ul style="list-style-type: none"> ▪ Proven excellent written and verbal communication skills ▪ Demonstrated capacity to work to deadlines, tight timeframes, and to a high standard ▪ Experience in education, counselling, advice or case work in the context of men's family violence ▪ Excellent planning and organisational skills ▪ Proven excellent presentation skills ▪ Expertise in influencing policy and practice at the systemic level ▪ Demonstrated experience in continuous improvement of practices and service delivery
<i>Professional Knowledge</i>	<ul style="list-style-type: none"> ▪ A thorough understanding of the family violence sector ▪ Strong knowledge in best practice research and development ▪ Proven knowledge of government departments and other stakeholders within the family violence sector and understanding of issues relating to men's use of violence ▪ Contemporary knowledge of relevant government policy and research in relation to family violence ▪ Significant practice knowledge of family violence, perpetrator engagement, trauma impacts on adult and children and significant operational knowledge of the community services sector ▪ Sound organisational report, policy and procedure writing skills
<i>Office Skills</i>	<ul style="list-style-type: none"> ▪ Technologically literate ▪ Competent in the use of MS Office software, particularly Outlook, Word and Excel
<i>General Managerial Abilities</i>	<ul style="list-style-type: none"> ▪ Strong leadership and interpersonal skills, and a demonstrated track record of people management skills ▪ Ability to influence others, with excellent team building, collaboration and partnering skills ▪ Ability to manage and measure work including clearly assigning responsibility for tasks and decisions; setting clear objectives and measures; and monitoring process, progress and results ▪ Well-developed written and verbal communication skills ▪ Provide a focus on innovation management to create a learning and participative environment

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OTHER REQUIREMENTS

- Must be legally entitled to work in Australia
- Must have a current Australian police check (and international where applicable), and Victorian Working With Children Check

PERSONAL ATTRIBUTES

- Decisiveness
- Relationship building
- Drive and commitment
- Developing others
- Empathy and cultural awareness
- Commitment to NTV's values and culture
- Ability to observe confidentiality, use discretion and initiative and work in a professional and ethical manner at all times
- Strong leadership skills and the ability to develop effective working relationships with external clients, government departments and staff
- Maintains the highest standard of personal conduct in performing all duties
- Can be relied and depended on to get the job done
- A willingness to challenge and be challenged
- A strong client service focus
- Positive and enthusiastic attitude
- Confident with a high degree of motivation
- Shows initiative

ESSENTIAL SKILLS

Leadership:

- Strong leadership skills and the ability to develop effective working relationships with external clients, government departments and staff

Management:

- Proven skills in managing day to day operations in a busy working environment

Integrity:

- Maintains the highest standard of personal conduct in performing all duties

Reliability:

- Can be relied and depended on to get the job done

Accountability:

- A willingness to challenge and be challenged

Commitment:

- A strong client service focus
- Positive and enthusiastic attitude
- Confident with a high degree of motivation

Signature of Job Holder _____ Date signed _____