

Principal Adviser, Legal

The Principal Adviser, Legal is responsible for establishing, implementing and monitoring strategies relating to Family Safety Victoria's corporate integrity and compliance responsibilities.

The Principal Adviser, Legal, leads complex legal policy and project work to support Family Safety Victoria as an Administrative Office, including coordinating responses to subpoenas; advising on whole of organisation regulatory and legal compliance requirements; privacy; freedom of information; public interest disclosures; and overseeing complaints and investigations.

Based on the Organisational Transformation and Capability Unit, within the Office of the CEO, the Principal Adviser, Legal, will devise new ways of integrating existing strategies, policies and practices to enhance the delivery and efficiency of internal services.

Title	Principal Adviser, Legal
Classification	VPS 6
Team, unit	Legal, Organisational Transformation and Capability
Work location	CBD location (currently working from home)
Position number	FSV/539444
Employment type	Fixed term from 15 February 2021 until 30 September 2022 Full-time (76 hours per fortnight)
Salary range	Value Range 1: \$124,033 - \$145,009 plus super Value Range 2: \$145,010 – \$165,983 plus super
Position reports to	Director, Organisational Transformation and Capability
Further information	Silvana Sgro - Silvana.Sgro@familysafety.vic.gov.au
Closing date	2/03/2021

Our Organisation

Family Safety Victoria is the first government organisation dedicated to ending family violence. It will deliver key initiatives to help protect, support and identify risk for those impacted by family violence and hold perpetrators to account. We will also coordinate access to services that support vulnerable children and families.

Our vision

To create a future where all Victorians are safe and where children grow up in environments that are built on gender equality and respectful relationships.

Our role

Family Safety Victoria will lead policy development and deliver key reforms including:

- establishing and operationalising 17 Support and Safety Hubs across Victoria - a new service model that will transform services, making it easier for people, particularly for vulnerable families, women and children experiencing or at risk of family violence to get the help, protection and support they need;
- enhancing existing specialised services for victims of family violence including children, so that the right assistance is available at the right time;
- implementing information sharing regime and risk assessment and management, supported by a Central Information Point (CIP) connecting police, the courts and services to keep victims safe;
- delivering the 10-Year Family Violence Industry Plan and establishing the new Centre for Workforce Excellence, to build workforce capacity and capability in partnership with the sector;
- leading engagement with sector, victim survivors, diverse communities and the Victorian community as a whole across all reforms and initiatives we deliver.

We are working across government and with our partners in the family violence, family services and broader social services sectors to transform services and introduce new practices to make it easier for people to get the help, protection, and support they need.

By leading collaboration and engagement for Victoria's family violence response we will make sure victim survivors remain at the heart of these changes, and that services are safe, accessible and culturally appropriate.

At Family Safety Victoria, everything we do begins with a deep understanding of people's lived experiences and the specialist expertise of the family violence, family services and broader social services sectors.

Our personality

Empathetic

Everything we do starts from the perspective of the person. Our people understand the complex nature and drivers of family violence and treat people affected by family violence with dignity and respect.

Driven

We have a sense of purpose and a drive to make a positive change. Our services are responsive, innovative and effective.

Leadership

Our people actively engage across government to lead the family violence agenda and are committed to supporting reforms which promote and achieve gender equality.

Collaborative

Our people proactively develop and maintain purposeful relationships across government and with the family violence, family services and broader social services sectors. We are influenced and guided by specialist expertise and peoples' lived experiences.

Creative and Engaging

We are committed to doing things differently, opening up thinking and considering new possibilities and use a range of engagement approaches to help end family violence.

Office of the Chief Executive Officer

The Office of the Chief Executive Officer (OCEO) supports the Chief Executive Officer (CEO) and FSV to achieve strategic, corporate, cultural and administrative goals. It provides high-level executive support to the CEO and manages the day-to-day operational needs of the organisation. The OCEO is responsible for managing communications and engagement between FSV and the Minister and ensuring consistency with other communications.

Also based in the Office of the Chief Executive Officer is the Organisational Transformation and Capability Unit, which drives ongoing innovation, business process management and change practices.

Organisational Transformation and Capability Unit

The Organisational Transformation and Capability Unit (OTC) plans, develops and oversees implementation of new ways of managing organisational functions (both central and operational). It also works to embed ongoing innovation; business process management and change practices; capability building and culture change, to enable staff to work more effectively. This enables FSV to maintain its focus on front-line service delivery. Teams within OTC include:

- Budget & Finance Strategy
- People & Organisational Development
- Project Portfolio Delivery
- Legal Services
- Accommodation

Accountabilities

Operating at value range 1, you will:

1. Provide high quality and strategic business intelligence, authoritative advice and sound policy recommendations on a broad range of complex legal policy issues to senior management and government.
2. Oversee the development of legal policy or program initiatives that meet government and organisational objectives within resourcing, timeline and budget parameters.
3. Review and report on high priority issues, risks and trends and prepare, oversee and quality assure comprehensive technical briefs, reports, and agency submissions on complex issues.
4. Act as the Family Safety Victoria Privacy Coordinator, Freedom of Information Officer and/or Public Interest Disclosure Coordinator, as required.
5. Pro-actively build and maintain effective working relationships and facilitate the flow of information across the organisation and with key external stakeholders.
6. Maintain an understanding of Commonwealth and State legislative and policy reform directions to influence policy development.
7. Represent the organisation on key stakeholder committees and groups concerned with achieving government and organisational objectives, lead relevant committee and governance processes.
8. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.

9. 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 the department's occupational health and safety (OHS) policies and procedures.
10. Demonstrate how the actions and outcomes of this role and work unit impact clients and the organisation's ability to delivery, or facilitate the delivery of, effective support and services.

Operating at value range 2, you will perform all the above together with increasing involvement to:

1. Operate within increased level of autonomy and accountability in delivering within broad strategic directions.
2. Provide leadership and guidance based on advanced expertise.
3. Contribute advanced expertise and knowledge to benefit strategic planning and organisation/sector-wide outcomes.
4. Manage a range of projects/functions each with increased budget, staff responsibilities or strategic importance.
5. Respond productively to deliver solutions and outcomes in an organisational environment complicated by scale, heterogeneity and complexity.

Selection Criteria

Knowledge and skills

1. Policy skills: formulates and communicates public policy options and recommendations; keeps up-to-date with a broad range of contemporary issues; scans for links and potential implications of proposed policy options; liaises with stakeholders.
2. Problem solving: seeks all relevant information for problem-solving; liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems; implements solutions, evaluates effectiveness and adjusts actions as required.
3. Systems thinking: diagnoses trends, obstacles and opportunities in the internal and external environment; understands the linkages between natural systems and communities to inform policy; conceptualises and defines the systems working within the organisation.
4. Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

Personal qualities

5. Integrity: committed to the public interest; operates in a manner that is consistent with the organisation's code of conduct; inspires trust by treating all individuals fairly.
6. Initiative and accountability: proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
7. Creativity and innovation: generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements, reflects on experience and is open to new ways to improve practice.
8. Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

Safety Screening

- All applicants are subject to a National Police History Check.

- If the candidate is required to be the Family Safety Victoria Privacy Coordinator, a security clearance may be required for this role.
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Immigration website www.immi.gov.au and can be searched for under the phrase, 'penal clearance certificate'.

Qualifications

Qualifications in law and/or public policy are highly desirable.

Conditions and benefits

People who work for Family Safety Victoria must comply with the *Code of Conduct for Victorian Public Sector Employees 2015* and agree to work according to our values of quality, collaborative relationships, responsibility, client focus, professional integrity and respect.

Employees of Family Safety Victoria can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries, flexible leave arrangements and training and development opportunities. Please see www.careers.vic.gov.au/why/benefits-conditions

Family Safety Victoria promotes diversity and equal opportunity in employment. If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability, and require advice and support with the recruitment process, please contact the Diversity Unit on DiversityInclusion@dhhs.vic.gov.au

How and where to apply

Family Safety Victoria prefers job applications submitted electronically to best manage administrative and environmental resources. If you are unable to apply online, please follow the instructions below to submit a paper copy.

- Online – existing staff: click through to the job opportunities page from the intranet homepage.
- Online – external applicants: visit the job search page at www.careers.vic.gov.au
- If you are unable to apply online or having difficulties accessing the information online, please phone Human Resources, 03 9096 8054 for assistance.

Other relevant information

For other important information about the recruitment process, please read the department's Information for applicants page at <www.dhs.vic.gov.au/about-the-department/our-organisation/careers/applying-for-a-job/information-for-applicants> or request a copy from the contact for further information listed under the 'Position details' section of this document.