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| **DVNSW Vision and Purpose** |
| **Vision**: Women, families and communities in NSW live free from violence, have equal rights, equal opportunities and the freedom to reach their potential.**Purpose:** We work to eliminate domestic and family violence through leadership of the specialist DFV sector and the NSW policy environment, promoting best practice responses and primary prevention |

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| **Role Purpose** |
| The Policy & Advocacy Officer will support change through advocacy, support of good practice in the sector and a whole of government approach to domestic and family violence and awareness campaigns. This role supports DVNSW’s work on developing high-level approaches to advocacy and realising the priorities of the Blueprint for Reform Strategy (2016 to 2021) The Policy & Advocacy Officer will support DVNSW’s advocacy priorities ensuring there is an evidence base for each of them through research and policy as well as supporting key campaigns and advocacy as it arises.  |

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| **Key Working Relationships** | ***Internal**** DVNSW Staff
* DVNSW Volunteers
 | ***External**** DVNSW Members
* Government Bodies
* DFV Sector
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| **Key Result Areas** |
| 1. Policy and Research
2. Advocacy and Engagement
3. Communications and Information Management
4. Working Professionally
5. Workplace health, safety & wellbeing
6. DVNSW expectations
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| **1. KRA: Policy and Research**  |
| **Accountabilities** | **Key Outcome Indicators** |
| * Support the development and delivery of government reforms across 2021, noting the current Blueprint for Reform ends June 2021 and is currently in a next consultation phase.
* Support key government and non-government stakeholders to provide effective evidence-based policy and research to inform key roundtables and advisory groups DVNSW sits on.
* Keep abreast of developments and emerging issues within the sector and governmental policy direction and prepare submissions to influence external stakeholder decision-making.
* Monitor the federal and state government policy environment to determine impact on organisations delivering DFV services.
* Provide complex, evidence-based policy advice around DFV and the emerging trends in the sector within the context of government policy and academic research.
* Investigate policy or program options, and prepare reports and submissions on outcomes and initiatives.
* Represent DVNSW and the NSW DFV sector on national and state committees and working groups
* Prepare high-quality written advice, briefings, submissions and other correspondence on policy, policy direction, service quality and outcomes measurement as needed (e.g. for members and government stakeholders).
 | * Support the team with high quality policy submissions.
* Work collaboratively with all stakeholders to contribute to policy work ensuring it is evidence based and informed.
* Ensure DVNSW representation is meaningful and well researched.
* All written material is of a high standard and delivered within agreed timelines.
* Provide regular reporting as per funding schedule and as required.
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| **2. KRA: Advocacy and Engagement**  |
| **Accountabilities** | **Key Outcome Indicators** |
| * Manage relationships with relevant NSW government departments including Women NSW, FACS, Health, Justice, Police, DPC and Education.
* Support specialist domestic and family violence and women's services to continue to define, develop and grow best practice responses to supporting victim-survivors and families impacted by DFV. – advisory groups inclusive of people on temp visas, COVID-19 advice, intersectional insights to advisory boards – LGBTQI+ victims, financial abuse.
* Engage, collaborate and support key NGO stakeholder groups including the NSW Women’s Alliance, No To Violence, the NSW Men’s Behaviour Change Network and the Men’s Behaviour Change Workforce Development Standards Committee, the Education Centre Against Violence and Our Watch.
* Build and support partnerships with sector experts and peak bodies that work with at risk cohorts including women with disability, older women, young women,
* Develop, implement and maintain a plan to keep stakeholder groups and DVNSW members apprised of developments relevant to their areas of expertise/interest.
* Initiate a campaigns plan to drive the implementation of recommendations of the NSW government’s commitment to reducing DFV (‘the Blueprint’).
* Using DVNSW’s research as well as sector engagement, create and implement campaigns that raise awareness of DFV as a preventative intervention.
 | * High qualitative output level for strategic advocacy initiatives and campaigns.
* Meaningful relationship building with extension of relevant networks.
* Positive stakeholder feedback.
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| **3. KRA: Communications and Information Management** |
| **Accountabilities** | **Key Outcome Indicators** |
| * Maintain effective manual and electronic filing systems adhering to record management guidelines and system in place.
* All incoming written correspondence is reviewed and prioritised with subsequent actions identified and distributed in timely manner; where relevant timely and effective responses are provided to correspondence as required and or directed.
 | * All communication is positive and effective.
* Electronic and paper filing systems are well organised and maintained.
* All sensitive / confidential information managed with integrity and maturity.
* Professional standard expectations and appropriate use of language in written communication is achieved at all times.
* A contribution is made to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
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| **4. KRA: Working Professionally** |  |
| **Accountabilities** | **Key Outcome Indicators** |
| * Contribute to the efficient and effective functioning of the team in order to meet organisational objectives.
* Participate in the Performance Development process, including a regular supervision.
* Perform responsibilities in a manner that reflects and responds to a focus on ethical conduct, engagement and continuous improvement.
 | * Demonstrates appropriate and professional workplace behaviours that are in line with DVNSW core values, policy and procedures.
* Provides assistance to other team members as required or requested.
* Undertakes professional development activities that may include but not be limited to, coaching, workshop attendance, tertiary study, secondments, project, etc.
* Contributes to the efficiency of the administrative function through actively participating in the above professional development activities and additionally, then contributing to business improvement initiatives.
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| **5. KRA: Workplace Health, Safety and Wellbeing** |  |
| **Accountabilities** | **Key Outcome Indicators** |
| * Contribute positively to promoting a culture of health, safety and wellness for employees and volunteers at DVNSW.
* Work within WHS policies and participate in the provision of education, training and support and supervision in WH & S requirements and safe work practices.
* Creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures.
 | * Displays an understanding of, and adhere to, all WH & S policies and principles to ensure the health and safety of all at the workplace.
* All work practices on any DVNSW designated workplace are coordinated in a safe manner using necessary risk assessment processes and tools.
* WH & S hazards and incidents are reported as per policy requirements and actively participates in any corrective actions that may arise post reporting.
* Personal health and wellbeing is supported via sound self-care practices and the use of the DVNSW Employee Assistance Program (where appropriate).
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| **Selection Criteria** |
| **Professional Experience, Knowledge and Attributes** | ***Essential**** Expertise developing high-level approaches to advocacy work within the DFV sector.
* Experience establishing and managing relationships with relevant government departments and key NGO stakeholders.
* Sound understanding of service standards and a quality framework within the DFV sector.
* Experience in building and supporting partnerships with sector experts and peak bodies.
* Superior oral and written, interpersonal, client relationship management and conflict resolution skills
* Strong research, analytical and writing skills.
* Strong relationship building skills with proven ability to coordinate groups with competing priorities.
* Ability to remain calm under pressure and maintain a positive interpersonal attitude.
* Ability to work cooperatively and flexibly to fulfil individual and team performance.
* Experience working with Microsoft Office applications incl. Outlook, Word, Excel, PowerPoint.
* Demonstrated expertise developing high-level approaches to policy and advocacy work.
* Demonstrated cultural awareness and experience in dealing with diverse communities such as LGBTQIA+, Aboriginal and Torres Strait Islander peoples, members of ethno-religious minority groups, and people with a disability.
 | ***Desirable**** Experience in community services or the not-for-profit sector.
* An understanding of WH&S principles in the workplace.
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| **Education/ Academic Qualifications** | ***Essential**** Relevant tertiary qualifications in social policy and/or equivalent work experience in the same or similar field.
* Current National Police Check and Working with Children Check or ability to obtain both checks.
 | ***Desirable**** Other related qualifications e.g. business administration
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**AGREEMENT**

I have read and understand the above position description and agree to undertake the duties as outlined. I declare that I have no health, medical or other restrictions that would impact upon my ability or capacity to undertake these duties in a safe manner.

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| **Employee Name:** |  |  | **CEO Name:** |  |
| **Signature:** |  |  | **Signature:** |  |
| **Date:** |  |  | **Date:** |  |