



Position Description

Prevention Advisor, Policy

Organisational Context

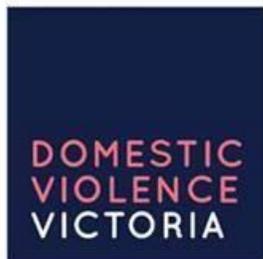
Domestic Violence Victoria (DV Vic) is the peak body for specialist family violence response services for victims-survivors in Victoria. As such, DV Vic is recognised as the statewide voice of Specialist Family Violence Services (SFVSs) responding to victims-survivors. We are an independent, non-government organisation that leads, organises, advocates for, and acts on behalf of its members utilising an intersectional feminist approach. However, the organisation is ultimately accountable to victims-survivors of family violence and works in their best interests.

DV Vic's work is focused on advocating for, supporting, and building the capacity of specialist family violence practice and service delivery for victims-survivors; system reform; and research, policy development and law reform. DV Vic holds a central position in the Victorian family violence system and its strategic governance and is one of the key agencies with responsibility for providing family violence subject matter expertise to the SFVS sector, broader sectors, government, and other partners and stakeholders.

Domestic Violence Resource Centre Victoria (DVRCV) is Victoria's only specialist family violence registered training organisation. DVRCV provides training, resourcing and other capability building activity for individuals, organisations and systems working to prevent and respond to family violence and violence against women. DVRCV is also a key agency providing policy advice and subject matter expertise to government, as well as an important source of family violence information and resources for the broader community, including victim survivors and friends and family.

In March 2020, DV Vic and DVRCV agreed to merge. The merged organisation will be the peak body for specialist family violence services in Victoria, working from an intersectional feminist approach, informed by an understanding of the gendered nature of violence and with the interests of all victim survivors at the heart of everything we do. We will apply a specialist lens across primary prevention, early intervention, response and recovery to:

- Lead, influence and advocate for law reform, policy, practice and effective systems.
- Build the capability of specialist and mainstream workforces and industries to prevent and respond to family violence and violence against women through:
 - Design and delivery of specialist education, training and professional development
 - Providing specialist practice leadership
 - Leading state-wide workforce and sector development activities.



- Promote well-resourced, accessible and inclusive service provision and actively reflect the diversity of lived experience in our work.
- Provide cultural, social and community leadership to address the drivers of violence and promote the rights of all victim survivors to live free from violence.

For legal purposes, the merge will involve an acquisition of DVRCV by DV Vic. The merged organisation will have a new name and brand to ensure a truly collaborative and equal new peak body. The new organisation structure will be implemented from February 2021.

Diversity and Inclusion

Domestic Violence Victoria is committed to providing flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, and gay, lesbian, bisexual, transgender and gender diverse, intersex or queer people. We recognise the strength and value in diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

Role Context

The focus of the Primary Prevention team over the next twelve months is developing, implementing and consolidated a suite of programs and projects that will continue to build capability, connectedness, and expertise in the primary prevention sector. The team will focus on increasing the reach, impact and sustainability of current activities, including strengthening of evaluation and monitoring practices. The team will focus on developing and strengthening critical partnerships with diverse communities and sector stakeholders, as well as scoping new activities to respond to the emerging needs of the workforce, particularly in a post-pandemic recovery period. We will continue to work collaboratively with other functions across both organisations to design, implement and evaluate primary prevention initiatives and ensure primary prevention work is embedded as a major function within the organisation.

The **Prevention Advisor - Policy** is a new role that will report to the Prevention Projects and Partnership Manager but will work closely with the Executive Director, Primary Prevention to develop high-level strategic policy advice and submissions to a range of government Departments and Ministers and inform the organisation's public comment and positioning. The Prevention Advisor - Policy will be required to lead the development of policy papers, internal briefings and presentations based on a strong understanding of the sector and the primary prevention of violence against women and the prevention of family violence evidence-based.

This role will monitor state and national trends in primary prevention policy, practice and research to inform the organisation's activities. As well as collaborate and build relationships with relevant stakeholders to ensure evidence based, collaborative and strategic advocacy and policy responses to



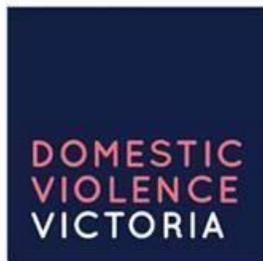
prevention reforms underway in Victoria. At times the Prevention Advisor, Policy will be required to represent the organisation at external meetings, forums and events as require.

Organisational Values

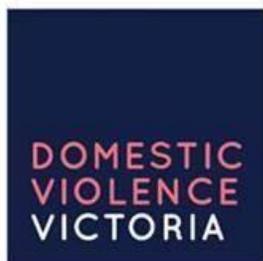
DV Vic: Respect, Equality, Integrity. **DVRCV:** We are independent, expert and trusted. Our work is courageous and creative. We operate with integrity.

Position specifications

Role title:	Prevention Advisor - Policy		
Located:	Carlton South - Melbourne and working from home	Classification Level / Award:	DV Vic level 6.1 As per DV Vic Enterprise Agreement 2017
Employment Period:	12-month fixed-term contract (Secondment arrangements would be considered).	Remuneration:	Hourly rate: \$47.74 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	Reports to the Prevention Projects and Partnership Manager		
Hours and basis of employment:	Full time (38 hours per week) DV Vic standard working hours are 7.00am to 7.00pm, Monday to Friday and flexible work options are available.		



Position Responsibilities	
Strategy and Leadership	<ul style="list-style-type: none"> ● Actively support an organisational culture that is based on a feminist framework to empower and support women, as well as promoting accountability, quality, good governance and staff well-being ● Actively monitor state and national trends in family violence policy, practice and research (including the progress of the Family Violence Royal Commission recommendations) ● Play a supportive role in implementing operational plans, including working collaboratively with the PVAW leadership team ● Provide support and high-level strategic policy advice to the Executive Director, Primary Prevention and CEO including the preparation of reports, briefs and written advice
Policy and Advocacy	<ul style="list-style-type: none"> ● Undertake policy development and research, including the development of key messages and policy positions related to preventing and responding to family violence ● Lead on discussion papers for internal and external use around prevention of violence against women and family violence to inform evidence translation into practice ● Lead on prevention content for organisation wide policy submissions ● Prepare briefs for the Executive Director and CEO on relevant and evolving policy development work ● Develop advocacy strategies and support the Executive Director and CEO in their implementation ● Conduct research, data analysis and review evidence to inform approach, advice and work ● Provide expert advice on the review of content and resource development ● Provide research and analysis on issues and produce reports, briefing notes and other materials for leadership staff, policy staff or stakeholders ● Produce high quality policy and advocacy products (letters, reports, policy briefs and others), targeting the public, government and stakeholders as necessary, with a view to achieving positive change
Stakeholder Management	<ul style="list-style-type: none"> ● Develop effective relationships with relevant stakeholders to ensure evidence-based, collaborative and strategic advocacy and policy responses to prevention reforms



	<ul style="list-style-type: none"> ● Represent DV Vic and DVRCV at external meetings, forums, and events as required ● Develop strong working relationships with the Policy, Communications and Engagement team to ensure work is strategic aligned ● Provide content advice to other staff on Prevention of Violence against women and family violence ● Proactively engage with the communications team to inform the organisation's public comment and positioning around prevention, including print, electronic and social media in collaboration with the Policy, Communications and Engagement team
Operations and finance	<ul style="list-style-type: none"> ● Manage policy/advocacy-related projects and contracts as required ● Ensure projects are delivered on time and within budget ● Manage individual project budgets and ensure regular reports as required
Risk and Compliance	<ul style="list-style-type: none"> ● Proactively manage and report on risks relating to projects and activities as required and report regularly ● Conduct a comprehensive risk analysis of policy and advocacy positions and develop risk mitigation strategies to support DV Vic and DVRCV activity
Organisational Expectations (same for all staff)	<ul style="list-style-type: none"> ● Work within an evidence based feminist framework that addresses all violence against women (including family violence) as a gendered issue ● Adhere to DV Vic and DVRCV's values in all internal activity and when representing the organisation ● Participate in, and contribute to, staff meetings/events/celebrations ● Identify professional development needs and share new knowledge with others ● Support the development of new resources, policies and practice ● Adhere to all policies in the DV Vic/DVRCV Policy Manuals ● Other duties as required
Key Selection Criteria	
Qualifications	<ul style="list-style-type: none"> ● Relevant tertiary qualification in public policy, health, project management or related discipline and/or equivalent demonstrable experience
Skills and Experience	<ul style="list-style-type: none"> ● Demonstrated experience in policy or advocacy roles



	<ul style="list-style-type: none"> ● Experience in a role/organisation engaged in Prevention of Violence against Women or gender equality ● Excellent written communication skills, including the ability to write clearly and succinctly for a variety of purposes ● Knowledge of key primary prevention frameworks and standards ● Ability to prepare project briefs, reports, proposals, and policy options and recommendations on complex issues which are clear, exhaustive, and provide strong support for a preferred position or action. ● Knowledge of the Victorian family violence prevention policy and reform context ● Experience in working directly with government and key sector stakeholder ● Basic research skills, including the ability to gather evidence to support policy positions ● High level of ability to manage a program of work independently, including supporting evaluation and development, project management, program planning, and policy and procedures ● Strong interpersonal skills, especially the ability to interact professionally and confidently with a range of diverse internal and external stakeholders
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Additional Information	
Work Health and Safety	<p>All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.</p> <p>DV Vic and DVRCV is currently working remotely, and office equipment will be provided to the successful candidate in accordance with OH&S requirements.</p>
Police Check	A national police record check is required as part of the recruitment process.