



Position Description

Prevention Advisor – Training design and delivery

Organisational Context

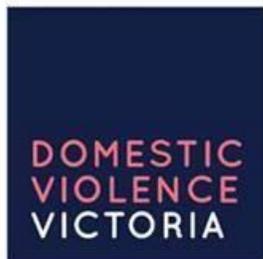
Domestic Violence Victoria (DV Vic) is the peak body for specialist family violence response services for victims-survivors in Victoria. As such, DV Vic is recognised as the statewide voice of Specialist Family Violence Services (SFVSs) responding to victims-survivors. We are an independent, non-government 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

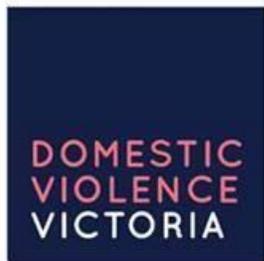
Domestic Violence Victoria is committed to providing flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, and gay, lesbian, 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 Primary Prevention team's focus over the next twelve months is developing, implementing and consolidating 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 – Training design and delivery is responsible for the design and development of high-quality primary prevention training. While this role will deliver training and facilitation, the primary focus of the role is to support the strategy, design, development and implementation of a suite of high quality and innovative primary prevention training packages and modules to suit a range of audiences. The goal of this role is to have a standardise offering of training options available to prevention practitioners across Victoria.

As a result of COVID-19 and health restrictions, DVRCV training is currently being delivered virtually/online.



Organisational Values

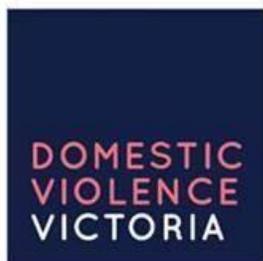
DV Vic: Respect, Equality, Integrity. **DVRCV:** We are independent, expert and trusted. Our work is courageous and creative. We operate with integrity.

Position specifications

Role title:	Prevention Advisor – Training design and delivery		
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	Remuneration:	Hourly rate: \$47.74 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	Reports to the Prevention Practice and Workforce Development 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 ● Provide strategic and technical advice on scheduling, development, delivery and evaluation of high-quality primary prevention training and primary prevention workforce development activity across Victoria ● Provide guidance on best practice and contemporary approaches to online learning and development
Stakeholder Management	<ul style="list-style-type: none"> ● Provide professional consultation on training development and materials to practitioners in related fields ● Engage in respectful, positive and strategic communication with key stakeholders and partners to inform the development of training, materials and resources
Training development and design	<ul style="list-style-type: none"> ● Design and develop high quality and innovative online/blended/and face to face learning content and training for a range of audiences ● Translate primary prevention training packages online working with the Senior Learning Designer to develop modules to suit audience needs ● Tailor training for specific audiences ● Ensure training materials address compliance requirements from a range of sources ● Ensure that training materials and resources reflect current evidence-informed practice, working in close consultation with subject matter experts and others within the Workforce Strategy and Capability and Prevention of Violence against Women teams ● Develop tools, resources and practitioner guides to compliment the delivery of training ● Review evaluation findings and incorporate feedback into training and training materials ● Ensure all products are developed to be engaging, appropriate, and meet compliance needs where applicable



	<ul style="list-style-type: none"> ● Work within DV Vic and DVRCV's quality assurance framework to ensure all training is evidence based, high quality and up to date
Facilitation and training	<ul style="list-style-type: none"> ● Deliver or co-deliver unpacking resistance, Prevention in Practice and other PVAW training courses as developed or tailored ● Facilitate communities of practice ● Facilitate workshops and learning forums that are part of the broader Prevention teams activities
Contract and Project Management	<ul style="list-style-type: none"> ● Manage projects and activities as requested by the Prevention Practice and Workforce Development Manager ● Utilise DV Vic and DVRCV's project management tools to scope, design, deliver and report on projects as required ● Ensure projects are delivered on time and within budget
Financial Management	<ul style="list-style-type: none"> ● Ensure that all project and activity related expenditure is in line with the project budget and aligned to the relevant funding agreements
Risk and Compliance	<ul style="list-style-type: none"> ● Proactively manage and report on risks relating to projects and activities as required ● Proactively manage OH&S risk ● Report monthly to the Executive Director, Primary Prevention
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 or related discipline and/or equivalent demonstrable experience
Skills and Experience	<ul style="list-style-type: none"> ● Experience in a role/organisation engaged in Prevention of Violence against Women or gender equality ● Knowledge of key primary prevention and response frameworks and standards and prevention sector ● Experience in designing successful training programs with a strong understanding of contemporary training methods and tools, adult learning principles, and the application of these to maximise learning outcomes ● Sound understanding of learning design principles, practices, curriculum development, resource development and production ● Ability to effectively translate practice knowledge into engaging training materials ● Experience in continuous improvement of training products that are targeted to meet specified outcomes, for specific audience ● Expertise in the development, design and review of training for adult learners ● Demonstrated experience in facilitating groups and training to a diverse range of audiences ● Excellent time management and organisational skills

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>
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Police Check	A national police record check is required as part of the recruitment process.
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