



Position Description

Practice Development Advisor

Organisational Context

In 2021, Domestic Violence Victoria (DV Vic) and the Domestic Violence Resource Centre Victoria (DVRCV) are merging to become a new entity.

This merger brings the peak body for Victoria's specialist family violence services supporting victim survivors together with the state's only specialist family violence Registered Training Organisation; combining our strength, capacity and resources for greater impact.

Our work is underpinned by intersectional feminism – as set out in the Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors – 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 apply a specialist lens across primary prevention, early intervention, response and recovery to:

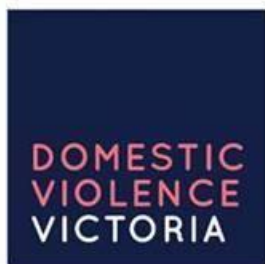
1. Develop practice and support workforces
2. Strengthen and connect organisations, sectors and systems
3. Build momentum for social change
4. Build a strong peak organisation

We are in the process of re-branding the merged organisation to ensure a truly collaborative and equal new peak body.

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 Sector Development Unit 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 specialist family violence and broader workforce sectors. The Unit will focus on increasing the reach, impact and sustainability of current activities, including strengthening of evaluation and monitoring practices.

The Practice Development Advisor role will work to support workforce and practice development for the specialist family violence sector. This role will hold a portfolio on development and implementation of statewide service models for the specialist family violence sector, in addition to other sector development activities.

In 2020, DV Vic/DVRCV released the 2nd edition of the *Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors* and implementation of the Code is a key sector development focus.

Organisational Values

We are accountable, act ethically and have integrity.

We are independent, expert and trusted.

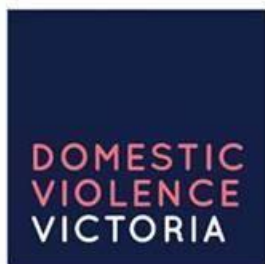
We act with care, compassion and kindness.

We create our own future.

We strive for gender equity and a socially just world.

Position specifications

Role title:	Practice Development Advisor		
Located:	Office location: Carlton South - Melbourne and working from home/online	Classification Level / Award:	DV Vic Level 6.1 As per DV Vic Enterprise Agreement 2017

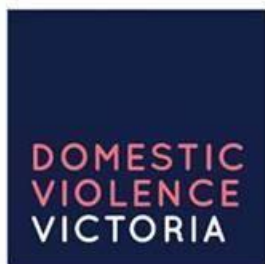


Employment Period:	Fixed-term contract to June 30, 2022	Remuneration:	Hourly rate: \$48.9386 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	Reports to the Manager, Workforce Policy and Projects		
Hours and basis of employment:	Full time (38 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	
Project management	<ul style="list-style-type: none"> • Manage all aspects of projects including documentation of project strategy, planning, budgets, communications and stakeholder engagement plans • Develop and implement effective project management and monitoring processes to enable success • Provide project reporting and evaluation data (internal and to funding bodies) • Coordinate regular meetings with Family Safety Victoria • Develop and deliver on implementation plans
Operational	<ul style="list-style-type: none"> • Support member organisations to build capability and capacity • Identify opportunities that support and maintain the safety and wellbeing of the specialist family violence workforce • Work collaboratively with other funded advisor/coordinator roles, including with other peak bodies



	<ul style="list-style-type: none"> • Provide learning opportunities, raise awareness and build partnerships across specialist workforces and workforces that intersect with family violence • Apply different engagement methods and strategies to reach diverse and hard to reach audiences such as community of practice, webinar, forums etc. • Analyse, scope and develop project plan(s) to meet identified specialist sector needs • Design and provide implementation support to the specialist family violence sector • Undertake analysis of sector needs to identify gaps, challenges and opportunities for established and new sector development initiatives
Stakeholder management	<ul style="list-style-type: none"> • Develop effective working relationships with a wide range of key government and non-government stakeholders • Represent DV Vic and DVRCV at external meetings, forums, and events as required
Risk and Compliance	<ul style="list-style-type: none"> • Proactively manage and report on risks relating to projects and activities as required
Organisational Expectations (same for all staff)	<ul style="list-style-type: none"> • Work within and contribute to a culture based on an intersectional feminist framework, as set out in the <i>Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors</i>, that recognises all family and gender-based violence has its roots in patriarchal and structural inequalities. • Adhere to DV Vic and DVRCV's values in all activities and when representing the organisation • Participate in, and contribute to, staff meetings/events/celebrations as required • 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"> • Tertiary qualifications in a relevant discipline (e.g. public policy, community development, social work, law) or equivalent experience
Essential	<ul style="list-style-type: none"> • Excellent relationship management skills, including the ability to develop and maintain strong collaborative partnerships with individuals and groups • Sound project management skills including the ability to source, analyse and present complex information • Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook) • Excellent written communication skills, including the ability to write clearly and succinctly for a variety of purposes • Excellent time management and organisational skills • In depth knowledge of the Victorian family violence service system and reform agenda • Ability to lead, influence and support others in working to achieve change • Ability to work with others to facilitate trouble-shooting and problem-solving in a complex environment • An understanding of the drivers, dynamics, and impacts of family and gendered violence, and knowledge of state and federal policy and law informing responses to family violence • Demonstrated strong conceptual and strategic skills, including the ability to identify systemic issues and generate solutions
Desirable	<ul style="list-style-type: none"> • Knowledge of and experience in industry, sector and workforce planning and development • Experience successfully developing actionable projects, strategies and implementation plans in response to complex workforce and practice issues

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	<p>A national police record check is required as part of the recruitment process.</p>