



Position Description

Prevention Project and Evaluation 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.

The 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

DV Vic/DVRCV 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 1 – 2 years 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 monitoring, evaluation and learning 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 Project and Evaluation Advisor** will support the Prevention Project and Partnership Manager and the Prevention Practice and Workforce Development Manager in all aspects of the Primary Prevention Unit's project management, documentation, reporting, monitoring, evaluation and learning. As well as providing support to processes for building meaningful partnerships and coordinating external governance and advisory structures that enable the Primary Prevention Unit to engage with the family violence and primary prevention sector.

Under the guidance of the Prevention Project and Partnership Manager, this role will lead the implementation of the 16 Days of Activism Campaign and partnerships for 2021 and 2022. It will also be responsible for scoping and supporting new project opportunities and partnerships in line with the organisation's new Strategic Plan and forthcoming Primary Prevention Strategy.

Alongside the Prevention Project and Partnership Manager, this role will be responsible for supporting the implementation of the Primary Prevention Unit's Monitoring, Evaluation and Learning Framework. Coordinating and assisting staff with data collection, supporting action learning and program adaptation, as well as conducting interviews or focus groups as required.

The role will support and strengthen partnerships with diverse community organisations and oversee the development of resources for primary prevention practitioners working with diverse communities. The role will support the Primary Prevention Unit to imbed partnership brokering and processes to build meaningful partnerships.

Organisational Values

We are accountable, act ethically and have integrity.

We are independent, expert and trusted.

We are curious and courageous, we learn, and from this we create opportunities.



We work with care, kindness and compassion.

We create our own future.

We strive for gender equity and a socially just world.

Position specifications			
Role title:	Prevention Project and Evaluation Advisor		
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:	14-month fixed-term contract (Secondment arrangements would be considered)	Remuneration:	Hourly rate: \$48.9386 Annual remuneration: \$96,703 plus 10% superannuation Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	Reports to the Prevention Project and Partnership Manager		
Hours and basis of employment:	Full-time (38 hours per week) Part time arrangements would be considered 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 Develop and implement evidence-based strategies to support organisations, individuals from various settings to implement prevention activity. ● Actively monitor state and national trends in the PVAW and family violence policy, practice and research so these can inform our work.
Operational	<ul style="list-style-type: none"> ● Work with the Prevention Projects and Partnership Manager and Prevention Practice and Workforce Development Manager to scope, document and develop new and existing projects. ● Support all aspects of project management including documenting project planning, managing project governance and advisory structures, managing core funding agreements, keeping track of deliverables, dates, and reporting deadlines and drafting key documents for review. ● Work with the Prevention Project and Partnership Manager in all aspects of monitoring, evaluation and learning of major programs of work including data collection, supporting team action learning processes and analysis for report writing (or other resources as applicable). ● Providing support for the internal operations of DV Vic and DVRCV and undertake priority work tasks to meet objectives as requested by the Executive Director and the Prevention Project and Partnership Manager. ● Contribute to the development of resources, tools, website content ● Support logistics and organisation of sector facing events and workshops as required.
Contract and Project Management	<ul style="list-style-type: none"> ● Manage and overseeing multiple primary prevention projects through the different stages of project management cycle including the proposal stage, inception, project design, project management,



	<p>contract management, working with consultants and ensuring high quality evaluation, monitoring, and reporting.</p> <ul style="list-style-type: none"> ● Ensure that all prevention activity is delivered to a high standard, on time and to budget. ● Support all aspects of contracts and funders as required. ● Support the team to manage and maintain accountability for delivery against the agreed project plans. ● Imbed and support team implementation of monitoring, evaluation and learning across the Primary Prevention Unit, in new and established projects.
Financial Management	<ul style="list-style-type: none"> ● Ensure that all project-related expenditure is in line with the project budget and aligned to the relevant funding agreements. ● Manage and track project budgets.
Risk and Compliance	<ul style="list-style-type: none"> ● Proactively manage and report on risks relating to activities as required.
Stakeholder Management	<ul style="list-style-type: none"> ● Develop and strengthen critical partnerships with diverse communities and partner organisations. ● Develop effective working relationships with a wide range of key governance and non-government stakeholders as required. ● Work alongside the Prevention Project and Partnership Manager to imbed processes of partnership brokering and building into all aspects of the Primary Prevention Unit's partnership work. ● Develop and manage collaborative relationships with funders, consultants and external service providers relating to program and project delivery. ● Represent DV Vic/DVRCV at external meetings, forums and events as required.
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.



	<ul style="list-style-type: none"> ● 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"> ● A sound understanding of, and keen interest in, intersectional feminism and how this relates to preventing and responding to family and gender based violence. ● Highly developed experience (3+ years) working with multiple stakeholders, and in partnership to implement and manage projects. ● Strong interpersonal skills, especially the ability to interact professionally and confidently with a range of diverse internal and external stakeholders. ● Ability to manage time independently, prioritise and manage competing demands, with a high level of professionalism and attention to detail. ● Demonstrated organisational skills and the ability to work within competing deadlines. ● Excellent written communication skills, including the ability to write clearly and succinctly for a variety of purposes. ● Excellent time management and organisational skills. ● Knowledge of key primary prevention and response frameworks and standards and prevention sector (desirable).
------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



	<ul style="list-style-type: none">● Experience in a role/organisation engaged in Prevention of Violence against Women or gender equality (desirable).● A deep understanding, or lived experience, of the ways that gender inequality intersects with other forms of inequality and oppression, such as ableism, white supremacy, racism, homophobia, transphobia and classism. (desirable).
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 WH&S requirements.</p>
Police Check	<p>A national police record check is required as part of the recruitment process.</p>