

POSITION DESCRIPTION

Position	Team Leader-Education and Training
Location	Ringwood
Reports to	Program Manager - Primary Prevention and Education and Training
Direct Reports	<ul style="list-style-type: none"> • Project Coordinator • Administration Officer • Casual Trainers (approximately 7)
Award/ Classification	SCHADS Level 7
Date	July 2021

ORGANISATIONAL CONTEXT

EDVOS is a leading specialist family violence service in Victoria. Our work is focused across seven Local Government Areas including Boroondara, Manningham, Whitehorse, Monash, Knox, Maroondah and Yarra Ranges. Some of our training, education and primary prevention programs are national.

EDVOS is predominantly funded to work with women and children. It is recognised that being female is the biggest risk factor for experiencing family violence. EDVOS acknowledges that family violence can take many forms such as intimate partner violence, child abuse, elder abuse, carer abuse, parental abuse and sibling abuse. Our specialist family violence response services are mostly directed towards women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, children, pets and other animals, who are responding to any form of family violence.

EDVOS is committed to assisting all people, regardless of ethnicity, race, religion, sexual orientation, gender identity, age and ability within our community and can also provide access to other family violence services that are most suitable to the individual's unique needs and goals.

EDVOS predominantly employs women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, as per the findings of Equal Opportunity exemption H327/2017 and by special measure. This is due to the specialist nature of the work and the services that EDVOS provides to women and children who are responding to family violence in the community. EDVOS actively promotes a safe and inclusive workplace where workers are free from discrimination and are afforded dignity and respect.

EDVOS is a child-focused and child safe organisation and is committed to promoting and protecting the safety and interests of children. This includes the cultural safety of Aboriginal

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and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds as well as children who identify as LGBTI as well as children with a disability .

EDVOS Vision

A community free from family violence, where everyone is safe.

Values and Guiding Principles

The following guiding principles underpin the way we work as an organisation and with others to realise our vision.

Intersectional Feminism – We understand that family violence and the abuse of power is multidimensional and that the impact of family violence is compounded by intersecting forms of oppression and inequality (e.g. gender, ethnicity, age, sexual orientation etc.), creating overlapping forms of discrimination. This results in higher rates or more severe forms of violence, as well as greater barriers to accessing support and safety for some communities more so than others. We recognise the gendered nature of the drivers of family violence and how women and children are disproportionately affected by it, which is why we prioritise them in the work that we do.

Courage and Leadership – We are courageous in our pursuit of preventing family violence, leading and influencing change within the family violence and mainstream sectors and broader community that is focused on delivering positive outcomes for victim survivors. We do not shy away from challenging the status quo and doing things differently.

Person-Driven – We place victim survivors at the centre of all decisions. We listen and respond to their input and feedback on the planning, design, delivery and evaluation of our services and programs to ensure they remain client-centred.

Evidence informed and continuous learning – Our work and approach is informed by evidence (noting that this evidence can come in the form of formal research or practice wisdom). We actively seek opportunities to continuously improve and innovate, including by piloting (and measuring the impact of) innovative models of service and program delivery.

Transparency and Accountability – We are transparent in our conduct and hold ourselves to account for delivering high quality services and programs. We seek to;

- challenge perpetrators to take responsibility for their actions and to change their behaviour and;
- engage organisations and communities to ensure that everyone is playing a role in preventing and responding to family violence (including addressing the drivers of family violence) and supporting the ongoing recovery of victim survivors.

Respect and Collaboration – We value and respect the expertise of victim survivors and our stakeholders, working with others to maximise the impact of our collective work through genuine and meaningful collaboration. We endeavour to strengthen our collaboration and integration with both existing and new partners.

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ORGANISATIONAL ACCOUNTABILITIES (applicable to all employees)

<p><i>Occupational Health and Safety (OH&S) and Wellbeing</i></p> <p>Comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by EDVOS, including to:</p> <ul style="list-style-type: none"> • Work in a manner that considers and enhances the health, safety and wellbeing of self and others. • Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances. • Ensure that all work areas are maintained in a safe condition. • Identify, report and record all safety hazards, incidents and injuries. • Participate in OHS training, consultation and communication meetings where required. • Actively assess, manage and where possible mitigate workplace risk.
<p><i>Continuous Quality Improvement (CQI)</i></p> <ul style="list-style-type: none"> • Become familiar with and adhere to EDVOS's policies, procedures and Code of Conduct. • Contribute to or participate in Continuous Quality Improvement (CQI) activities of EDVOS and implement CQI strategies into work practices. • Attend supervision, job-specific and organisation-wide training, meetings, working groups and conferences as required. • Be open to new ways of doing things and respond to challenges with innovative ideas and solutions. • Strive for and promote continuous quality improvement across the organisation.
<p><i>Diversity</i></p> <ul style="list-style-type: none"> • Demonstrate respect and acceptance of diversity at all times. • Interact with EDVOS clients, staff and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.
<p><i>Respectful Relationships</i></p> <ul style="list-style-type: none"> • Facilitate good, respectful working relationships with EDVOS staff, clients and all stakeholders, internal and external through clear communication and a willingness to work towards the prompt resolution of any concerns.

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POSITION OBJECTIVE

The EDVOS Education and Training Team is responsible for developing and delivering training programs that aim to broaden community understanding and awareness of family violence. The team delivers training to a wide variety of community members and professionals including early childhood educators, school teachers, health and community professionals, salon professionals, people working with animals and more.

The Team Leader- Education and Training is responsible for the operational management, support and leadership of the Education and Training Team. Part of this role will involve reviewing and implementing systems to ensure workflow and training demands are responded to in the most efficient and cohesive manner. In collaboration with the Program Manager of Primary Prevention and Education, the Team Leader- Education and Training will explore funding and partnership opportunities to effectively develop and implement existing and new training packages in the eastern region and beyond. This position will have a particular focus in the development and implementation of early intervention training; however will also contribute to the coordination and promotion of primary prevention training in partnership with EDVOS' Primary Prevention Team.

POSITION SPECIFIC ACCOUNTABILITIES

Education and Training Program

- Deliver service excellence and achieve planned outcomes articulated in the Education and Training project plans and grant applications, ensuring the programs and projects are meeting our communities' expectations as well as the grant outcomes;
- Lead the development, implementation and evaluation of a suite of training packages
- Actively contribute to the development of annual plans of EDVOS Education and Training Team
- Ensure consistent communication and quality assurance processes are in place
- Accountable for the setup and ongoing maintenance of systems for tracking and recording training requests and needs
- Support and supervise the day-to-day operational management of the Education and Training program including; scheduling, request liaison, training management, invoicing, and other duties as needed
- Ensure training is appropriately understood, represented and delivered by all trainers
- In collaboration with the Program Manager of Primary Prevention and Education, create training opportunities by building relationship with businesses, welfare services, education providers, government and others who would benefit from training
- In collaboration with the Program Manager of Primary Prevention and Education, maintain existing partnerships, and build new stakeholder relationships

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Staff Management

- Provide leadership, support and guidance to staff within the Education and Training team
- Undertake regular, formal supervision and annual performance reviews with staff that promotes wellbeing, reflective practice and professional development opportunities
- Identify areas of priority and improvement for the team in conjunction with the Program Manager of Primary Prevention and Education
- Ensure that team are aware of and adhere to the organisations Vision, Mission and Values, policies and procedures
- In partnership with the Program Manager of Primary Prevention and Education, support the recruitment, selection, on boarding, induction, performance management and exit processes of Education and Training team

Funding Proposals & Grant Submissions

- Deliver service excellence and achieve planned outcomes articulated in the Education and Training project plans and grant applications, ensuring the programs and projects are meeting our communities' expectations as well as the grant outcomes;
- Research new funding opportunities
- Prepare strong, inspiring applications, reporting and acquittals
- Manage the contracting process with current funding providers
- In collaboration with Program Manager of Primary Prevention and Education, develop budgets for projects or fee for service requests for training

Professional Development

- Participate in professional development activities and /or training opportunities and relevant professional development activities as required

KEY SELECTION CRITERIA

- Relevant tertiary qualifications and/or experience (or a minimum of 5 years' work experience in relevant field).
- Demonstrated experience leading and providing supervision to a diverse team of staff as well as an ability, or keen interest, to supervise family violence trainers.
- Knowledge of training development practices or experience in designing, delivering and evaluating training packages.
- Excellent written and oral communication skills.
- Proven track- record in relation to securing funding through grant submissions including budget management.
- Demonstrated ability to work with, and implement, systems to ensure workflow and demand are handled in an efficient and timely manner.

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- Comprehensive understanding of the complexities of family violence including the gendered nature of family violence and drivers of violence against women.
- Proven ability to function both independently and collaboratively both within a dynamic office environment and also at remote locations if required.
- Demonstrated understanding and respect of the Child Safe Standards and child safety principles including the safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds as well as children who identify as LGBTI as well as children with a disability.

TERMS AND CONDITIONS

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010; plus the current legislated Superannuation contribution. While legislation allows, Salary Packaging is offered with this position.

All offers of employment are subject to a six month probationary period.

Performance reviews are linked to criteria in the position description, individual work plans as well as active demonstration of EDVOS values and organisational accountabilities and responsibilities including child safety and equity and diversity.

All offers of employment are subject to the following:

- Current National Police Record Check (renewed every 3 years).
- International Police Record Check (where required).
- Current Working with Children Check Assessment notice and card valid for Employment.
- A Current Victorian Drivers Licence (where required).
- Eligibility to work in Australia.

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