

## Position Description

<b>Title</b>	Project Officer - Embedding Systems and Processes
<b>Employment Type</b>	Part Time (0.5) fixed term 12 months
<b>Reports To</b>	Manager Access and Coordination
<b>Work Location</b>	Barwon Orange Door
<b>Date of review</b>	July 2022

### The Sexual Assault & Family Violence Centre (The SAFV Centre)

Operating across the Barwon, West Melbourne and Wimmera areas of Victoria, The SAFV Centre offers a full suite of services for people impacted by sexual assault and women and children impacted by family violence. Our services include:

- 24-hour crisis care for victims of recent sexual assault and family violence, including advocacy and access to medical care and justice services;
- Intensive case management and court support for women and children who have or are experiencing family violence;
- therapeutic counselling and group programs for women and children who have experienced family violence; and adults, young people and children who have experienced sexual assault (including support for non-offending family members and friends);
- access to high security crisis accommodation for women and their children assessed as being at high risk of further harm; and
- early intervention services for children and young people under the age of 17 years who have engaged in problematic or abusive sexualised behaviours, and young people engaging in family violence behaviours.

Our organisation also delivers professional training and community awareness activities and we participate in a range of prevention initiatives to promote gender equality and negate violence supportive attitudes and cultures.

The SAFV Centre acknowledges and respects the traditional Aboriginal custodians of the land. Our organisation is informed by our feminist philosophy and we provide empowering and respectful services, welcoming diversity and inclusion in all we do. The SAFV Centre is a registered Child Safe Organisation; committed to safeguarding children and young people.

Our organisation's practice approach is shaped by contemporary research and evidence that highlights what is most effective when working with people who have been impacted by the trauma of sexual assault and family violence.

In Geelong, we are co-located in the Barwon Multi-Disciplinary Centre (MDC), with Victoria Police Sexual Offences and Child Abuse Investigation Team (SOCIT) and the Family Violence Police Unit and staff from the Department of Families, Fairness and Housing Child Protection practitioners. As a key partner, our organisation provides a highly specialised response for people who are impacted by the trauma of sexual assault and family violence within an integrated and seamless environment.

In addition, our organisation is a partner in The Orange Door that brings together or a mix of staff employed by Family Safety Victoria and staff from Community Support Organisations in the Barwon area.

## **Role and Accountability**

### **Purpose**

The Project Officer - Embedding Systems and Processes will scope professional development and training to build the capability of the Barwon Orange Door workforce. This will support the delivery of integrated functions and services responding to family violence, child and family vulnerability and functioning, and perpetrator interventions, in line with the Orange Door Service Model and Integrated Practice Framework.

The Project Officer - Embedding Systems and Processes will work in collaboration with the Orange Door Team Leaders, Practice Leaders and agency Managers to embed learnings into practice ensuring the delivery of high quality, safe and effective service responses at the Barwon Orange Door.

**Accountabilities:** *role accountabilities include, but are not limited to;*

### **Capability Building**

- Research, design and implement a capability and training needs assessment.
- Deliver key projects aligned with strategic priorities by identifying opportunities for system improvements aligned to The Orange Door service model and operational guidance to provide excellent client services.
- Working with the sector and key stakeholders to identify services training and development needs, training courses and providers.
- Source, scope and coordinate training and capability building programs and professional development opportunities for Practitioners and Leadership at the Barwon Orange Door.
- Working with external facilitators to provide strategic advice on training options and schedules.
- Liaise with suppliers and ensure timely and effective delivery of professional development and training programs.
- Research and collate resources to build capability.
- Develop tools, templates and procedures to guide practice and develop workshops to train practitioners on using these tools.
- Create opportunities to build the capacity with information about sexual assault and family violence services, secondary consultation, and professional development for all practitioners.
- Promoting evidence based and evidence informed approaches, as well as continuous improvement in professional integrated practice.
- Providing practitioners with relevant information, building knowledge of theoretical frameworks and the relevance in practice and access to systems to support for safe and effective practice approaches.

### **Collaboration and Stakeholder Engagement**

- Providing expert knowledge, sound judgement and advice on risks, priorities, accountability, and practice improvements.
- Building and maintaining positive relationships with key stakeholders to facilitate a partnership, enhance integrated practice approach and foster a learning culture at the Barwon Orange Door.
- Working in partnership with Practice Leaders, Team Leaders and Management where appropriate, to determine capability building approaches.
- Working collaboratively with Practice Leaders, Team Leaders and Management to embed learnings from training programs into practice.

## Communication and Reporting

- Keeping accurate and complete records of your work activities in accordance with legislative requirements and the Victorian Government's records, information security and privacy policies and requirements.
- Develop, implement and coordinate learning project plans, and report regularly against key milestones.
- Develop high-level briefings and papers to enable decision making for the Hub Leadership Group and Operational Leadership Group using data and evidence.
- Ensure effective communication and implementation of training and development initiatives are within required timelines.
- Establish creative and innovative ways to recognise, acknowledge and share good practice across the Barwon Orange Door.
- Identify trends, new ideas and methods with a view to promote continuous improvement in integrated practice.
- Taking reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.
- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure and the code of the professional association of which the employee may be a member.
- Other activities as required, from time to time.

## KEY SELECTION CRITERIA

Your application must address the following:

### Essential requirements

- Degree or above qualification in social work, psychology, family therapy or similar discipline.
- Minimum four (4) years relevant practice experience in providing services for victim survivors of family violence.

### Essential Skills and Knowledge

- A comprehensive understanding of the issues relating to family violence with a gendered feminist, structural, individual and family context.
- Expert knowledge and experience working in specialist family violence clinical and social services management roles, including an advanced understanding of trauma-informed practice and the causes and impacts of violence against women and children.
- Advanced knowledge and experience working in partnership roles with organisations delivering services in family violence.
- Extensive knowledge and experience of MARAM, and Family Violence Information Sharing and Child Information Sharing Schemes.
- Demonstrated capacity to drive cultural change to achieve and maintain an integrated practice culture in the Barwon Orange Door.
- Demonstrated ability to build and maintain positive working relationships with stakeholders in the Barwon Orange Door.
- Demonstrated project management skills, including project development, implementation, resource management and evaluation.
- Ability to work collaboratively, leverage existing networks and build productive relationships at an organisational and sector level to lead practice change.
- Excellent organisational skills with flexibility to prioritise a range of competing demands and work to deadlines.

- Comfortably uses a wide range of software application features for word processing, spreadsheets, etc.

### **Desirable**

- Experience in developing, coordinating and implementing training and professional development programs.
- Certificate IV in Training and Assessment

### **Other**

- Commitment to the vision, values and purposes of The SAFV Centre.
- Commitment to continuous quality improvement and cultural equity in service delivery.
- Current Victorian Driver's Licence.

### **Referees**

Applicants must provide the name and current contact details of 2-3 professional referees including the most recent or current supervisor.

### **Period of Appointment**

This position is fixed term for 12 months, dependent on the continuation ongoing of funding to the service.

### **Hours of Work**

- The position is part-time (2.5 days per week);
- Location of the position is at the Barwon Orange Door office;
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm. between Monday to Friday;
- The days are based on the needs of the service;
- Flexibility in working hours will be required from time to time as the need arises.

### **Salary and Conditions**

Annual salary range is Specialist Family Violence and Child Protection level 7 pay point 1-3 at \$104,875-\$109,253 per annum plus superannuation (pro rata for part time).

Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap. The Sexual Assault & Family Violence Centre is a Public Benevolent Institution.

Superannuation: The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

Probationary Period - 6 months with a review conducted during this time

### **Employee Responsibility – mandatory prior to commencement (employee expense)**

- Valid Working with Children Check.
- National Police Records Check– renewed every 3 years of employment at employee expense.

The SAFV Centre complies with the CHO directions which requires all employees and students to be fully vaccinated against COVID-19, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions. All applicants and students must therefore be able to comply with this requirement.

**Other**

This position description is subject to review and may change in accordance with the needs of our organisation; including our operations, our clients and our stakeholders.

I, NAME, have read and understood this position description and agree to the requirements of this role as set out by The Sexual Assault and Family Violence Centre.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_