

Job description

Job title: Interim Deputy CEO

SCHADS level: Above award range \$140,000 - \$150,000

Employment basis: 3 months, contract (full time hours)

Job share: N/A

Reporting to: Acting CEO

Direct reports:

- Sector Development Manager
- Policy and Advocacy Manager

DVNSW overview and focus

We are the peak body for specialist domestic and family violence (DFV) services in NSW. We work from a feminist, social justice perspective and recognise that DFV is serious, prevalent and driven by gender inequality. We work to eliminate domestic and family violence through leadership of the specialist DFV sector and the NSW policy environment, promoting best practice responses and primary prevention.

Since its inception in 1974, our roots have been firmly in the NSW Women's Refuge Movement. In July 2013, a vote enabled membership to be expanded to all specialist DFV services and for the organisation to rename itself Domestic Violence NSW. In 2021 we consolidated our position of the State Peak Body for Domestic and Family Violence when we were awarded the contract to represent Women's Domestic Violence and Court Advocacy Services. Our membership and reach continue to grow and evolve, as does our impact.

Our team is a small group of passionate and committed feminists. We come to work each day to help realise a joint vision of a world where women, families and communities in NSW live free from violence, have equal rights, equal opportunities and the freedom to reach their potential.

We care deeply about creating a workplace where our team members feel valued, respected and empowered. We are a collaborative, agile, hardworking and high-performing team. We ask the best from our people, and, in return, we offer flexible working arrangements, salary packaging, training, professional development and mentoring opportunities, employee support and wellbeing programs, and the chance to learn from, and share with, our talented team.

Role overview

The Interim Deputy CEO position has been created to cover a period during which the CEO is on a Leadership Development sabbatical and the Deputy CEO is Acting in her position. The Interim Deputy CEO will support the Acting CEO and executive and management team to achieve the strategic priorities of DVNSW. This includes supporting the Acting CEO with the DVNSW Board and governance, reporting to the Board and funding bodies, as well as any other project or grant proposal writing and reporting required.

The role oversees the Sector Development and Policy and Advocacy areas of the organisation and is responsible for supporting managers in the smooth running and effectiveness of these teams. The Interim Deputy CEO is responsible for ensuring these functions are integrated and connected to each other and with other functions across the organisation including, the Aboriginal Policy Team, Member Engagement, Marketing and Communications, Finance and Operations.

As a representative of the organisation, the Interim Deputy CEO role may include making presentations and public speaking and guided by subject matter expertise and experience, may be required to engage with the media. Stakeholder management will include State and Federal Government, relevant Government Departments, DVNSW members, other peak organisations and leaders.

As a member of the Executive Team, the Interim Deputy CEO role works in the office at least three days per week and potentially more as and when circumstances require.

Role responsibilities

Leadership

- Oversee participation in government-led inquiries including appearing as a witness and offering advice to committees and members of parliament where required.
- Provide leadership across DVNSW, role modelling DVNSW values and contributing to a positive workplace culture.
- Champion equity, diversity, and inclusion across all DVNSW activities, ensuring organisational initiatives and internal practices are culturally safe, accessible, and inclusive for all.
- Support organisational development and planning initiatives, including the implementation of the DVNSW 2025-30 Strategic Plan.
- Participate and provide input to executive and management team meetings, and wider team weekly and monthly meetings.
- Regularly liaise with DVNSW Aboriginal Policy Team, providing support where required and ensuring this lens is across all DVNSW work internally and externally.
- Provide line management supervision, including regular feedback and professional development support to enable staff to achieve DVNSW's strategic priorities.
- Actively support and mentor team members and contribute to professional development.
- Provide high level input into media campaigns, communications and key messages, assessing and mitigating risk to DVNSW reputation and relationships.
- It is desirable that the Interim Deputy CEO have the capacity to act as a spokesperson for DVNSW and its membership in the media and the public sphere, to position DVNSW as a leader for the DFV sector.
- Support in the recruitment process including interviewing candidates.

Stakeholder engagement

DVNSW undertakes a strategic stakeholder management approach that is aligned with DVNSW values, culturally safe, founded in lived expertise, relational and pragmatic. Duties include:

- Represent DVNSW and engage with a diverse range of high-level stakeholders across the domestic and family violence and homelessness sectors, including State and Federal government departments, Members of Parliament, Commissioners, and other peak organisations.
- Ensure DVNSW outputs are founded in a strong intersectional lens and that marginalised voices, including lived experts, are raised to highlight systemic disadvantage, barriers and gaps.
- Ensure that consultation with frontline DVNSW members is embedded into DVNSW work.
- Ensure lived expertise informs DVNSW's work and prioritise fostering authentic collaboration with those directly impacted by domestic, family, and sexual violence.
- Represent DVNSW and the NSW DFV sector on national and state committees and working groups.

Sector development leadership and support

- Stay abreast of member and sector needs in relation to building the capacity of specialist DFV service provision.
- Monitor the Federal and State Government environment in relation to workforce development, initiatives and developments and funding relevant to the DFV sector.
- Support the Sector Development Manager to achieve outcomes against the DVNSW strategic implementation plan.
- Attend Sector Development team meetings to support and provide input as needed.
- Provide support and guidance on sector development projects including Primary Prevention, Intersectionality, and Quality Standards.
- Oversight of regular sector development reporting to internal and external stakeholders in accordance with milestones.
- Review and approve training packages, resources and reports providing advice where needed.

Policy development and advocacy leadership and support

Aligned to the strategic advocacy priorities, DVNSW's approach to advocacy and policy is intentional, founded in the diversity of lived expertise, pragmatic and unapologetically passionate. Duties include:

- Stay abreast of the Federal and State Government policy environment in relation to domestic, family and sexual violence.
- Support the Policy and Advocacy Manager to achieve outcomes against the DVNSW strategic implementation plan.
- Support the Policy and Advocacy Manager where needed in the design of strategic advocacy priorities.
- Review and approve submissions, policy papers, advocacy strategies, reports, written advice, briefings and other correspondence as needed ensuring evidence-based work.
- Oversight of regular policy and advocacy reporting to internal and external stakeholders in accordance with milestones.
- Attend and provide input at policy team meetings as needed.

Governance and Reporting

- Oversee mechanisms to monitor, evaluate and report on the outcomes and impact of DVNSW's initiatives and strategic objectives.
- Coordinate and contribute to organisational reporting, including contractual funding requirements, the Annual Report and other reports as required.
- Coordinate input into team board reports by reviewing and editing team contributions, prompting team members for more information where required and providing a clean copy for the CEO to approve. Provide input into Board papers including the CEO Report and Board meeting agenda.
- Support the Acting CEO with governance related to the DVNSW Board and attend board meetings when required.
- Review and edit team contributions to Community Sector Peaks Program reporting, prompting team members for more information where required, and provide a clean copy for CEO to approve.
- Identify opportunities and prepare applications/proposals for grants and funding that will meet DVNSW's strategic objectives.

Operational

- Support the preparation of budgets with the Finance Manager for all portfolios the Interim Deputy CEO oversees and contribute to organisational budget decisions and planning.
- Monitor expenditure and approve expenses of Direct Reports and their teams in alignment with delegation policy.
- Review DVNSW communications as required and contribute to the Weekly Digest.
- Maintain effective manual and electronic filing systems, adhering to record management guidelines and systems.
- Respond, in a timely and effective way, to all contacts and correspondence as required or directed.
- Contribute to the efficient and effective functioning of DVNSW as a small organisation, covering responsibilities beyond core role, to meet organisational objectives.
- Demonstrate a commitment to continuous improvement for self, engaging in regular reflective practice.
- Participate in the Performance Development process, including regular review of individual workplace performance and strengths against the accountabilities and performance objectives associated with the role.
- Contribute positively to promoting a culture of health, safety and wellness for employees and volunteers at DVNSW and work with the WHS policies.
- At all times abide by the policies and procedures of DVNSW.
- Align work with the Mission, Strategies and Operational Plans of DVNSW.
- Ensure workplace behaviour is consistent with the organisation's Code of Ethical Behaviour and core values.

Other

Other duties may be assigned as needed.

Success measures in this role include:

- Delivery to DVNSW's strategic implementation plan.
- Delivery to contractual funding or grant requirements.
- High quality submissions, reports, positions, advice and briefings.
- High quality member learning and support resources.
- Strong and positive DVNSW relationships and reputation.
- High performing teams delivering quality and timely outputs who are increasing their professional competencies and expertise.
- Demonstrated leadership and contributions to team and organisational performance.

Qualifications, skills and experience

Industry experience

- Extensive leadership/executive experience in the domestic and family violence services sector or related sectors.
- Strong understanding of social justice, gendered violence, intersectionality, cultural safety and the NSW and Federal DFSV context.
- Strong understanding of cultural safety and allyship.

Required education

- Relevant qualifications, or experience, in Social Science, Health Science, criminology or a related field.



Our values

An important part of our culture is that everyone understands and is accountable for what we are here to achieve. As such, the behaviour of everyone in the team should reflect the core values of our organisation:



Intersectional feminism

We acknowledge and amplify the diverse voices and experiences of all women.



Integrity

We stand up for what is right even when it's uncomfortable.



Leadership

We are innovative thought leaders that build relationships and take action to make a difference.



Respect

We support, recognise, value and empower others.

