

## Job description

**Job title:** Project Officer - Good Practice Guidelines

**Job share:** N/A

**SCHADS level:** 6.1

**Reporting to:** Sector Development Manager

**Employment basis:** 0.8 FTE on a 12-month fixed term contract to 30 June 2027

**Direct reports:** N/A



## About us

We are the peak body for specialist domestic and family violence (DFV) services in NSW.

Working alongside over 200 member organisations across the state and diverse lived expertise advisory groups, we aim to improve policy, legislative and program responses to domestic and family violence through advocacy and collaboration, while promoting good practice and primary prevention.

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're a collaborative, agile, and high-performing team that works hard and supports one another. We ask for your best – and in return, we offer flexible working arrangements, salary packaging, ongoing training and professional development, mentoring opportunities, dedicated wellbeing programs, and the chance to learn from and contribute to a team of passionate, talented professionals.



## About the role

### OVERVIEW

This exciting new position has been created to support the Good Practice Guidelines Project Manager in the development of the third edition of the DVNSW Good Practice Guidelines.

This role will suit someone with a can-do attitude with strong organisational and communication skills coupled with learning and development experience in a DFV context. It requires experience in research, consulting, report writing and delivering high quality resources and support materials as well as having an in-depth knowledge of the drivers of gendered violence.

Working alongside the project manager the role will focus on the development of the DVNSW Good Practice Guidelines to align with the new Quality Standards Framework. For this role will also be responsible for delivery of four established, Intersectionality focussed Community of Practice Sessions as well as support to the Quality Standards First Nations working group.

Success measures in this role include:

- Delivery to the workplan

- Supporting the successful delivery of the Good Practice Guidelines V.3
- Supporting and providing administrative support for consultations with key stakeholders including members
- Supporting the project manager in delivery to contractual funding or grant requirements and reporting
- Positive stakeholder feedback

## RESPONSIBILITIES

This role is responsible for supporting in the management and delivery of the DVNSW Good Practice guidelines including:

### Project Management

- Support the project manager in delivering to project key milestones and deliverables
- Support the project manager in preparing project reports and updates

### Research, Analysis and reporting

- Conduct an in-depth desktop analysis to align the Good Practice Guidelines with the Quality Standards for Domestic and Family Violence Services to produce a consultation draft
- Use consultation findings to identify gaps and integrate feedback to input into the updated draft of the Good Practice Guidelines: 3<sup>rd</sup> Edition
- Collect and report on data regarding the outputs and outcomes of the project
- With support from the project manager, review and provide feedback on documents and resources

### Content Development

- Design easy-to-read and accessible version of the Good Practice Guidelines: 3rd Edition and preparation for launch and pilots
- Develop or source materials to support the Good Practice Guidelines for practitioners and organisations
- Develop content in multi-media formats in collaboration with the Sector Development Manager and Comms team for member portal/ learning management systems

### Consultation

- Consult with the NSW DFV sector on the draft, ensuring an intersectional and inclusive approach. (predominantly via online consultation including via focus groups)
- Support the project manager in convening the First Nations Working Group meetings throughout the life of the project
- Consult with stakeholders on the updated draft to produce the Good Practice Guidelines: 3rd Edition
- Convene four quarterly Intersectionality focussed Communities of Practice with outputs to inform the GPG development and development of resources for the Sector

### Leadership

- Work collaboratively across the wider team, providing updates, facilitating input and utilising internal resources effectively
- Role model leadership behaviours aligned to DVNSW's organisation values and DVNSW's leadership principles



## Skills and experience

### QUALIFICATIONS AND EXPERIENCE

#### Industry experience

- Experience in the domestic and family violence services sector or allied sector
- Experience in a learning and development or similar role in a not-for-profit organisation
- Understanding / experience working in a membership or peak organisation

#### Required education/ experience

Bachelor's degree in relevant studies and/or at least two years' equivalent work experience in a similar role

#### Required skills and behaviours

- Advanced Microsoft 365, Excel, Word and Canva/ Adobe
- Design skills (desirable)
- Excellent attention to detail and accuracy
- Aligns to the values and vision of DVNSW
- Flexible and adaptable to work outside of core hours
- Can demonstrate strong problem-solving and decision-making ability
- Ability to prioritise in a fast-paced and demanding environment
- Understanding of trauma informed communication and response
- Be able to work autonomously
- To be able to treat sensitive information confidentially
- Always presents and conducts self professionally
- A sense of humour



## 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:



#### 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.



### **Intersectional feminism**

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

