

## Position Description

### Prevention Workforce Development Officer

<b>Job Title</b>	Prevention Workforce Development Officer		
<b>Reports to:</b>	Prevention Workforce Development Advisor		
<b>Business Unit</b>	Prevention, Advocacy and Social Change	<b>Team</b>	Prevention Practice and Workforce Development
<b>Contract Type</b>	<p>Full time – 12 month fixed-term contract</p> <p>Safe and Equal Level 5.1 – \$52.08 p/h (As per Safe and Equal Enterprise Agreement 2024-2026)</p> <p>Full time Annual Salary: \$102,911</p> <p>Salary sacrificing arrangements are offered within Australian Taxation Office guidelines</p> <p>Office Location: Carlton</p>		
<b>Primary Purpose of this Position</b>			
<p>The Prevention Workforce Development Officer supports the design, delivery and tailoring of a suite of quality <a href="#">prevention training program</a> and workforce development activities, such training engagements, workshops, communities of practice and resource development.</p> <p>This role reports to the Prevention Workforce Development Advisor. This role will support our training and capability building activities including:</p> <ul style="list-style-type: none"> <li>• Supporting the team to deliver prevention training, communities of practice, and the facilitation of workshops, events, and PreventX as needed</li> <li>• Supporting the team with the development and implementation of a suite of high-quality primary prevention training packages</li> <li>• Supporting the moderating the electronic practice network (EPN)</li> <li>• Supporting administration, project management, coordination and communication activities on a range of projects</li> <li>• Supporting the implementation of our relevant program and organisational monitoring evaluation and learning activities</li> </ul>			
<b>Scope</b>			
<b>Direct Reports</b>		<b>Indirect Reports</b>	
N/A		N/A	
<b>Key Relationships</b>			

All employees have responsibility for effectively managing relationships and working in a way that supports our culture and role models our organisational values.

Internal	External
<p>Teams across all three portfolios, including:</p> <ul style="list-style-type: none"> <li>• Prevention, Advocacy and Social Change</li> <li>• Culture, Operations and Engagement</li> <li>• Response, Policy and Evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Practitioners across primary prevention sector and associated sectors, including the PiP network</li> <li>• Participants of workforce development offerings</li> </ul>
Key Responsibilities	% of job
<p><b>Strategy and Leadership</b></p> <ul style="list-style-type: none"> <li>• Actively support an organisational culture that is based on an intersectional feminist framework to empower and support women, as well as promoting accountability, quality, good governance and staff well-being.</li> <li>• Support the development and implementation of evidence-based strategies to support organisations and individuals in specialist family violence and primary prevention work.</li> <li>• Actively monitor state and national trends in primary prevention and family violence policy, practice, and workforce development so these can inform our work.</li> </ul>	<p>10%</p>
<p><b>Program Delivery and Coordination</b></p> <ul style="list-style-type: none"> <li>• Support the planning, design, tailoring and the delivery of trainings, workshops and communities of practice, including communicating with participants, scheduling, logistics and general administration</li> <li>• Lead the planning, scheduling and coordination of Prevention Calendar training program</li> <li>• Support with fee-for-service training engagements, providing end-to-end support for quality delivery</li> <li>• Lead on moderate the electronic practice network and Prevention Helpdesk, curating relevant information to support practice</li> </ul>	<p>40%</p>

<ul style="list-style-type: none"> <li>• Work within Safe and Equal’s quality assurance framework to ensure all capability building activities are evidence based, high quality and up to date.</li> <li>• Support logistics and organisation of sector facing events, webinars and workshops as required</li> </ul>	
<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Support all aspects of project management including documenting project planning, keeping track of deliverables deadlines and timelines, as well as drafting key documents for review</li> <li>• Support the collection of data, analysis, reporting and record-keeping in line with the project’s monitoring, evaluation and learning framework</li> <li>• Support with implementing quality improvements to the Prevention training program based off ongoing monitoring data and evaluation reports</li> <li>• Lead on preparing ongoing monitoring and evaluation reports to guide continuous improvements</li> <li>• Support and maintain accountability for delivery against agreed program plans.</li> </ul>	30%
<p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships with internal teams for successful program delivery</li> <li>• Represent Safe and Equal at program and external events as needed.</li> <li>• Develop collaborative and supportive relationships with Prevention Sessional training team</li> </ul>	20%
<p><b>The way we work at Safe and Equal</b></p> <p>All employees at Safe and Equal are expected to work in a way that supports the organisational values:</p> <ul style="list-style-type: none"> <li>• Accountability and Integrity</li> <li>• Equality and Justice</li> <li>• Compassion and Humility</li> <li>• Expertise and Collaboration</li> <li>• Boldness and Courage</li> <li>• Curiosity and Reflection</li> </ul>	

## Diversity and Inclusion

Safe and Equal is the peak body for Victorian organisations that specialise in family and gender-based violence across the continuum, including primary prevention, early intervention, response and recovery. Our vision is a world where everyone is safe, respected and thriving, living free from family and gender-based violence.

We apply an intersectional feminist lens in our work to address family and gender-based violence and their intersections with other forms of violence, oppression and disadvantage.

At Safe and Equal, we are committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people of colour and people from migrant and refuge communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQA+) people, people with lived experience of family violence, and people with disability. We also consider applicants regardless of contact with the justice system and experiences of criminalisation, consistent with our legal requirement. If you have any support or access considerations that requires accommodation, we encourage you to let us know.

We are an Equal Opportunity and affirmative action organisation/employer and do not tolerate any form of discrimination or harassment.

We are aware that employees have different needs and responsibilities and recognise the importance of work and home life balance and prioritise flexible work practices.

If you are interested in the role but feel you may not meet the full range of selection criteria, we encourage you to contact us to discuss your experience and application for this position. At Safe and Equal we celebrate and support difference and know that one size doesn't fit all – we endeavour to be flexible, meet your needs, and support you at every stage of your contact with us.

## Expectations of Staff

### Strategic alignment

Proactively work in a way that directly supports Safe and Equal's strategic objectives.

### Workplace Health and Safety (WH&S)

Proactively work in a safe manner, adhering to all WH&S requirements and adding to a culture that is safe and inclusive by reporting all hazards, near misses and incidents through the organisations WH&S process

### Manage risk

Actively manage risks by working within the organisation's governance framework and complying with organisational policies, procedures and escalating when required.

## The knowledge, skills, experience, qualifications and clearances required for this role are:

<p><b>Essential</b></p>	<p><b>While the following knowledge, skills and experience will be highly valued, we recognise that meeting all selection criteria for any role can be challenging. If you feel you would be a good fit for this role but are unsure about any of these, please contact us for a discussion.</b></p> <ul style="list-style-type: none"> <li>• Experience in supporting and delivering end-to-end capability building activities.</li> <li>• Excellent time management and organisational skills. Ability to manage time independently, prioritise and manage competing demands, with a high level of professionalism and attention to detail</li> <li>• Strong interpersonal skills, especially the ability to interact professionally and confidently with a range of diverse internal and external stakeholders</li> <li>• Excellent written communication skills, including the ability to write clearly and succinctly for a variety of purposes and translating complex theory and frameworks into accessible and clear language</li> <li>• Sound understanding of evidence-based feminist frameworks on family and gender-based violence, including the gendered and intersecting drivers</li> <li>• Experience in in-person and virtual training, including associated platforms, sound computer skills and competent in use of the suite of Microsoft Office programs</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification in public policy, health, project management or related discipline and/or equivalent demonstrable experience</li> <li>• Experience or understanding of the roles and capabilities of primary prevention of family and gender-based violence sectors</li> <li>• Knowledge of adult learning principles and learning design and development</li> </ul>
<p><b>Police Check</b></p>	<p>A national police record check is required as part of the recruitment process. If you feel this could create a barrier for you, please contact us to discuss. A reported result on a police check will not necessarily prevent you being successful in this role. Results on a police check can be discussed and an assessment completed by Safe and Equal.</p>