



POSITION DESCRIPTION – Independent Chair, Eastern Metropolitan Regional Family Violence Partnership

Background

One of 14 Family Violence Regional Integration Committees (FVRICs) across Victoria, the Eastern Metropolitan Region (EMR) Regional Family Violence Partnership (RFVP) is a partnership of organisations located on the lands of the Wurundjeri and Bunurong people of the Kulin nation. Member organisations are located across the two Department of Families, Fairness and Housing (DFFH) areas of Inner Eastern Melbourne and Outer Eastern Melbourne.

The RFVP is dedicated to the governance and implementation of statewide family violence reforms and plays a critical role in connecting and convening stakeholders whose work intersects with family violence. The RFVP brings together a wide range of community, health and government agencies to improve system responses and outcomes for victim survivors, children and families, and accountability and visibility of people using violence. Recognising the need for an integrated system response that addresses safety, accountability and behaviour change.

The RFVP is committed to embedding the voice of lived experience in all aspects of its work, in line with the RFVP Strategic Plan, Collaboration for Change. For further information about the RFVP please refer to our website: <https://rfvp.org.au/>

The RFVP is auspiced by FVREE, who are also a member organisation. FVREE is the primary provider of specialist family violence services in the Eastern Melbourne/Naarm Region. They also invest in prevention, early intervention and education across Victoria and beyond <https://fvree.org.au/>

The work of the Partnership is currently supported by a Principal Strategic Advisor (1FTE) and a Project and Partnership Coordinator (0.8FTE) based in Ringwood.

Position purpose

The RFVP Independent Chair, working in close partnership with the Principal Strategic Advisor (PSA), provides independent strategic leadership to support the effective functioning of RFVP. Governance is supported by the RFVP partnership agreement, RFVP leadership agreement, Terms of Reference and the Family Violence Regional Integration Committee (FVRIC) Guidelines 2026.

The Independent Chair facilitates meaningful engagement and active participation of RFVP members and harnesses their collective expertise, influence and contributions to progress integrated system outcomes and strengthen the effectiveness of the local family violence service system.

Acting in the interests of the Partnership as a whole, the Independent Chair represents the RFVP and promotes shared leadership and accountability.

The Independent Chair is answerable to the RFVP Systems Leadership Group through an annual performance review process with an initial six-month review to take place on commencement of the role. Performance reporting measures and KPIs will be based on the position description.

Key responsibilities

Governance

- Provide governance and accountability oversight, including monitoring progress, reporting and budget management.
- Support robust governance arrangements including monitoring the health and effectiveness of the partnership and scheduled review of governance documents.

Strategic Leadership

- Provide strategic leadership to the RFVP, ensuring delivery of the Strategic Plan, Annual Action Plans, and alignment with FVRIC guidelines.
- Ensure the Partnership priorities are in line with and informed by state-wide priorities and reform objectives.
- In collaboration with the PSA, lead participatory and inclusive processes to develop, implement, monitor and review strategic and annual plans.

Meeting Chairing

- Prepare, plan and chair the bimonthly Systems Leadership Group and Implementation Committee meetings including developing and approving an agenda, supported by the PSA, progressing strategic priorities in the RFVP Strategic Plan and Action Plan.
 - **Systems Leadership Group (SLG)** Senior leaders meet bi-monthly (5 meetings per year) to focus on systems leadership, cross sector integration and achievement of the RFVP purpose and strategic plan.
 - **Implementation Committee (IC)** this Committee enables information sharing, identification of system issues, system integration and partner collaboration to drive better outcomes. The Independent Chair is required to Chair five IC meetings annually.

Leadership

- Harness collective wisdom and leadership by promoting effective participation, collaboration, information sharing, and shared leadership across the Partnership in line with RFVP values.
- Maximise collective impact by identifying and pursuing collaborative opportunities that achieve outcomes beyond the capacity of individual organisations alone.
- Facilitate constructive dialogue to identify risks, challenges and opportunities for improvement
- Represent and advance the collective views and agreed positions of the RFVP in local, regional, and statewide settings
- Support recruitment, engagement, and retention of RFVP members
- Address disputes or conflicts in accordance with the Partnership Agreement and dispute resolution processes.

Support to the Principal Strategic Advisor (PSA)

- Support the PSA to contribute to statewide policy development, planning discussions, and escalation of local issues through relevant forums, including the Statewide Family Violence Integration Advisory Committee (SFVIAC).
- Provide professional supervision, guidance, and performance oversight to the PSA, in collaboration with and aligned to the auspice agency policies and procedures.

Key Selection Criteria

- Comprehensive understanding of the drivers and impacts of family violence including gendered drivers and the intersectional experiences of Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTIQ+ communities, people living with a disability, children and young people and other priority populations.
- Strong understanding of the family violence system across the prevention to recovery continuum, including relevant government policy, legislation, systems reform and the regional service delivery context.
- Demonstrated ability to work respectfully and safely across the family violence system including with those with lived experience of family violence and intersecting issues
- Demonstrated experience chairing boards, committees, partnerships or governance groups or comparable senior executive experience in complex environments.
- Proven ability to provide strategic leadership, partnership brokering and stakeholder management across complex, multi-agency governance arrangements involving diverse stakeholders.
- Demonstrated governance capability, including accountability, sound decision making, risk management, conflict resolution and management of conflict of interest.
- Highly developed chairing and facilitation skills, including managing diverse perspectives and enabling shared decision making
- Exceptional strategic thinking and analytic capability, with the ability to interpret complex information, identify emerging issues and opportunities.
- Highly developed written and verbal communication skills, with the ability to engage effectively with a diverse range of stakeholders including lived experience advocates, senior leaders, partner organisations and government representatives.

Desirable

- Experience incorporating lived experience perspectives into governance and decision-making.
- Experience providing supervision and oversight of senior advisory or coordination roles within partnership or auspice arrangements.
- Understanding of the Eastern region, including local service systems, partnerships, and community contexts.
- Located in or in reasonable proximity to the Eastern region to support in person engagement and attendance at meetings

Other position requirements

- Legal eligibility to work in Australia.
- Current driver's license
- Satisfactory national police check and international police check if required
- Current Working with Children Check

Inclusion statement

The RFVP is committed to a partnership that is representative of the diverse clients and community that our members support. We encourage applications from the Aboriginal and Torres Strait Islander community, people, with disability, and people from every culture, sexuality and gender identity, age and ethnic background.

Tenure, Conditions and Accountability

- The Independent Chair is engaged under a fixed-term contract to provide independent strategic leadership to the RFVP.
- This appointment is fixed for one year term, extendable up to three years subject to funding.
- The role operates flexibly within agreed governance, accountability, and performance review frameworks
- The position is a contracted role for up to 15 hours per month from February to November, to be worked flexibly.
- \$23,000 per annum.
- Additional negotiated hours over December and January as required.
- Breakdown of anticipated activities:
 - 5 Systems Leadership Group meetings (bi-monthly) including agenda, meeting preparation and debriefing
 - 5 Implementation Committee meeting (bi-monthly) including agenda, meeting preparation and debriefing
 - Strategic Planning Forum (full day event) including planning, support with RFVP Team & Facilitation
 - Quarterly meetings with Auspice and Principal Strategic Advisor (PSA)
 - Fortnightly meetings with PSA. Includes provision of advice and oversight of PSA Workplan and RFVP Annual Action Plans.
 - Representation at regional and state-wide committees and consultations (1 - 2 times month at most)
 - Identifying and recruiting appropriate members to the committee with the PSA
- The Independent Chair is accountable to the RFVP Systems Leadership Group and auspice agency.
- Performance is reviewed at six months and annually thereafter, aligned to this Position Description.
- The Systems Leadership Group coordinates the performance review process
- Arrangements may be varied by mutual agreement to align with RFVP priorities, workload demands, and funding conditions.