

Position Description

POSITION TITLE:	Strategic Delivery Lead
POSITION TYPE & TENURE:	Full Time, Permanent
CLASSIFICATION:	Level 6
DELEGATION TIER:	TIER 4
POSITION NUMBER	P1132
REPORTS TO:	General Manager, Advocacy & Sector Impact
DIRECT REPORTS:	Nil
LOCATION:	Head Office & Remote

ABOUT NO TO VIOLENCE

No to Violence is Australia's peak body for individuals and organisations committed to ending men's use of family violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men's Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a feminist organisation, women and children are at the centre of what we do - by ending men's use of family violence, families, individuals, and communities are safer.

POSITION SUMMARY

The Strategic Delivery Lead is responsible for coordinating the delivery of strategic and cross-functional initiatives across the Advocacy & Sector Impact Division, ensuring organisational priorities are translated into effective implementation, high-quality outputs and meaningful outcomes.

Working across Advocacy, Policy & Research, State & Sector Development, and Learning & Workforce Development, the role coordinates implementation, governance and consultation processes that support organisational priorities, products and strategic initiatives.

Reporting to the General Manager, Advocacy & Sector Impact, the Strategic Delivery Lead works collaboratively across the Division to strengthen coordination, support consistent implementation and ensure organisational priorities move effectively from development through to implementation and impact.

DELIVERABLES

Strategic Delivery

- Coordinate the delivery of strategic and cross-functional initiatives across the Advocacy & Sector Impact Division.
- Coordinate the planning and implementation of organisational priorities from development through to implementation and impact.

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- Monitor implementation progress, identify risks and dependencies, and support the timely delivery of agreed outcomes.

Implementation Planning & Coordination

- Coordinate implementation planning as organisational priorities move across functional teams.
- Facilitate effective transitions between functional areas throughout the lifecycle of organisational priorities.
- Maintain implementation plans, governance documentation and delivery frameworks for major organisational initiatives.

Expertise & Consultation Coordination

- Coordinate the Division's Internal Subject Matter Expert (SME) Forum.
- Coordinate the CAC/Lived Experience Advisory Group.
- Coordinate the External SME Practice Validation Group.
- Ensure expertise and consultation are embedded throughout organisational planning, product development and implementation.

Internal Systems & Process Improvement

- Develop and improve systems and processes that support effective delivery across the Advocacy & Sector Impact Division.
- Identify opportunities to improve coordination, consistency and efficiency across divisional activities.
- Develop and maintain tools, templates and implementation frameworks that support high-quality organisational outputs.

Cross-functional Collaboration

- Build strong collaborative relationships across the Advocacy & Sector Impact Division.
- Work with functional leaders to coordinate shared priorities and organisational initiatives.
- Foster effective communication, collaboration and problem solving across functional teams.

WHAT WE ARE LOOKING FOR IN THIS ROLE

Skills

- Strong project coordination and implementation skills, including the ability to translate strategic priorities into clear plans, actions, timelines and deliverables.
- Highly developed organisational and planning skills, with the ability to manage competing priorities, dependencies and deadlines across multiple teams.
- Strong stakeholder engagement and relationship-building skills, including the ability to work collaboratively with internal teams, subject matter experts, advisory groups and external stakeholders.
- Excellent written and verbal communication skills, including the ability to prepare clear documentation, facilitate meetings, support consultation processes and communicate complex information in a practical way.

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- Strong facilitation and consultation skills, including the ability to coordinate diverse perspectives and support constructive discussion, decision-making and follow-through.
- Sound analytical and problem-solving skills, with the ability to identify risks, barriers, dependencies and practical solutions to support effective delivery.
- Strong systems and process improvement skills, including the ability to develop tools, templates, workflows and governance documentation that improve consistency and efficiency.
- High attention to detail and quality, with the ability to support accurate documentation, reporting and implementation tracking.
- Ability to work with ambiguity and change, exercising sound judgement, initiative and flexibility in a complex organisational environment.
- Ability to work safely, respectfully and collaboratively in contexts involving sensitive subject matter, including family violence, lived experience and sector reform.

Experience and Knowledge

- Demonstrated experience coordinating strategic, cross-functional or organisation-wide initiatives from planning through to implementation.
- Experience supporting implementation planning, project coordination, governance processes and delivery tracking.
- Experience working across multiple teams or functional areas to coordinate shared priorities, resolve dependencies and support timely delivery.
- Experience facilitating consultation, advisory groups, working groups or stakeholder engagement processes.
- Experience preparing high-quality documentation, including workplans, briefs, meeting papers, reports, templates, implementation frameworks and governance documents.
- Sound understanding of project delivery, change implementation, risk management and continuous improvement practices.
- Knowledge of the family violence sector, gendered drivers of violence, service system reform or related social policy environments.
- Understanding of the importance of lived experience, practice expertise and sector consultation in shaping policy, products, programs and organisational priorities.
- Experience working in complex, sensitive or values-led environments where confidentiality, judgement, cultural safety and trauma-informed practice are important.

Qualifications/Competencies/Licences

- Tertiary qualification in project management, public policy, social sciences, community development, business, organisational development or a related discipline; or equivalent relevant experience.
- Demonstrated competence in project coordination, implementation planning, stakeholder engagement and written communication.
- Understanding of the gendered nature of family violence, intersectionality, cultural safety and trauma-informed approaches, or a demonstrated willingness and capacity to develop this knowledge.
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy

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during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- The role requires regular coordination across multiple teams, priorities and stakeholders, which may involve managing competing expectations, shifting timelines and periods of high workload.
- The role may involve exposure to sensitive subject matter related to family violence, lived experience, sector challenges, organisational change and consultation processes.
- The role requires facilitation of consultation, governance and cross-functional processes where differing views, complex decisions or unresolved issues may need to be managed respectfully and constructively.
- The role requires high levels of planning, judgement, communication and attention to detail to support quality outputs and timely implementation of organisational priorities.
- The role may require working with ambiguity, changing priorities and cross-divisional dependencies, which may create psychosocial demands if not actively managed.

MITIGATIONS FOR PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- Regular supervision and check-ins with the General Manager, Advocacy & Sector Impact to monitor workload, priorities, risks, wellbeing and support needs.
- Clear work planning, prioritisation and escalation processes to support manageable workloads, realistic timeframes and transparent decision-making.
- Access to Employee Assistance Program support, debriefing and other wellbeing supports where the role involves sensitive content, complex stakeholder engagement or cumulative work pressures.
- Use of structured governance, consultation and meeting processes to support respectful engagement, role clarity, shared expectations and constructive resolution of issues.
- Clear boundaries around availability, workload allocation, travel requirements and after-hours work, with risks escalated early where demands may affect health, safety or wellbeing.
- Ongoing access to relevant training, reflective practice, and organisational policies that support safe, inclusive and psychologically healthy ways of working.

EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.

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- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.
- Regional and interstate travel will be required from time to time.
- Members of the NTV leadership team may be required to attend Board of Governance and Board Sub-Committee meetings which typically take place in the evening. Attendance may be required up to 6 times per year, or as required.

Signature of Job Holder _____ Date signed _____