

Position Description

Manager - Training Strategy and Operations

Job Title	Manager, Training Operations and Strategy		
Reports to	Executive Director – Response, Policy and Evidence		
Business Unit	Response Policy and Evidence	Team	Response training team
Contract Type	1 FTE, 18 month fixed term contract		
	Safe and Equal Level 7.1 (as per Safe and Equal Enterprise Agreement 2024-2026)		
	Annual Salary: \$132,325 plus superannuation (\$66.96 per hour)		
	Salary sacrificing arrangements are offered within Australian Taxation Office guidelines		
	Office Location: Carlton		
Primary Purpose of this Position			
The Training Operations and Strategy Manager leads Safe and Equal’s response training program and works to consolidate, strengthen and expand the program and offerings for the specialist family violence workforce and allied sectors as well as delivering fee for service offerings. This role will lead and oversee strategy and implementation for response training activities and associated workforce development projects. The Training Operations and Strategy Manager is responsible for the line management and support of a team of dedicated sessional trainers, in addition to an Instructional Designer.			
Scope			
Direct Reports		Indirect Reports	
Instructional Designer Sessional training team		None	
Key Relationships			
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	

Colleagues across all organisational portfolios:

- Culture, Operations and Engagement
- Response, Policy and Evidence
- Prevention, Advocacy and Social Change

Safe and Equal member organisations
Other community service sector peaks
Government

Key Responsibilities

Leadership and Strategy

- Provide support and advice to the Executive Director, Response Policy and Evidence on best practice and foundational training principles and their application
- Develop tools and practices that will contribute to building Safe and Equal's blended and online learning capacity
- Oversee the development, delivery and evaluation of a suite of training packages including using adult-learning and evidence-based strategies
- Lead and oversee the development, delivery and evaluation of high-quality training and workforce development activity
- Creating and maintaining motivated, and productive teams and individuals, who are enthusiastically engaged with the mission of the organisation

Operational duties

- Manage the sessional training team including team oversight, planning and support, professional development, workload and performance management
- Work closely with and support the Instructional Designer to develop a suite of training packages and projects using adult-learning and evidence-based strategies to build content development processes
- Oversee the development, delivery and evaluation of all training and projects within area of responsibility including continuous quality improvement processes
- Manage inter and cross team dynamics, supporting productive and collaborative working relationships
- Work closely with the Operation Lead - Client and Training Services on training operations including scheduling and fee for service delivery

Contract and project management

- Manage training and workforce development projects and initiatives
- Ensure that all team activity is delivered to a high standard, on time and in budget
- Maintain accountability for delivery against agreed project plans
- Ensure monitoring and evaluation is established for new projects

Stakeholder management

- Develop and support effective and strategic working relationships with a wide range of key

government and non- government stakeholders

- Progress Safe and Equal's positioning through consulting, negotiating with and influencing internal and external stakeholders
- Manage relationships with funders, consultants and external service providers relating to program and project delivery
- Represent Safe and Equal at meetings, forums and events as required

Organisational Context

The way we work at Safe and Equal

All employees at Safe and Equal are expected to work in a way that supports the organisational values:

- Accountability and Integrity
- Equality and Justice
- Compassion and Humility
- Expertise and Collaboration
- Boldness and Courage
- Curiosity and Reflection

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 refugee 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:

Essential

- Tertiary qualifications in a relevant discipline (e.g. community development, social work, education and training) or equivalent experience
- Demonstrated success in leading the development and delivery of large-scale, multi-project training programs
- Sound understanding of learning design principles, practices, curriculum development, resource development and production
- Expertise in the development, design and review of training for adult learners
- Experience in building and leading teams
- Excellent relationship management and coordination skills, including the ability to develop and maintain strong collaborative partnerships with individuals and groups
- Sound project management skills including the ability to source, analyse and present complex information
- Well-developed problem solving, conflict resolution and decision- making abilities
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent written communication skills, including the ability to write clearly and succinctly for a variety of purposes
- Excellent verbal and interpersonal communication skills, including presentation, consultation and meeting facilitation

	skills • Ability to manage time independently, prioritise and manage competing demands, with a high level of professionalism and attention to detail
Desirable	• An understanding of the drivers, dynamics, and impacts of family and gendered violence, and knowledge of state and federal policy and law informing responses to family violence • In depth knowledge of the Victorian family violence service system and reform agenda
Police Check	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.