

POSITION DESCRIPTION

Family Violence Workforce Development Officer (Part-time, 0.9 EFT, 18 Month Contract)

DATE APPROVED: 18 July 2017

POSITION CONTEXT

Women with Disabilities Victoria (WDV), is the peak organisation for women with Disabilities in Victoria. Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities. A key WDV priority is to work to prevent and respond to violence against women with disabilities.

As part of its Ten Year Action Plan, Ending Family Violence: Victoria's Plan for Change, the Victorian government sets out a strategy to achieve the vision of a Victoria free from Family Violence. This will be achieved by implementing all of the 227 recommendations from the Royal Commission into Family Violence. The strategy includes reforming the family violence sector to ensure victim survivors are safe and perpetrators are held to account, and prevent family violence from happening in the first place.

The Victorian Government (Department of Premier and Cabinet) has provided funding to WDV to undertake a project that will fulfil the Victorian's Government's commitment to implementing Recommendation 139 which directs that funding must be provided to WDV to:

- Provide training to equip specialist family violence service providers and providers of universal services to recognize and provide appropriate services to older Victorian's people from culturally linguistically diverse communities and people with disabilities who experience family violence.
- Build partnerships with and provide advice to specialist family violence service providers and providers of universal services to enable them to respond effectively to the needs of people in these communities.

At the same time Victorian government has developed a response to the Parliamentary Inquiry into Abuse in Disability Services which proposes reforms in the disability sector to achieve zero tolerance of abuse.

EMPLOYMENT CONDITIONS

CLASSIFICATION: Women's Health Victoria Enterprise Bargain Agreement 2007
Level 4, Year 3 (pro-rata of \$75,349)

HOURS OF WORK: 0.9 EFT (68.4 hours per fortnight)

POSITION LOCATION: Level 9/255 Bourke St, Melbourne.

TENURE: This position is an 18 month contract from the date of appointment.
Commencing late September 2017.

PROBITY AND COMPLIANCE REQUIREMENTS:

Current consent to check and release National Police Record with a satisfactory outcome.

Successful candidate must possess Australian Citizenship or permanent resident status with applicable work visa.

WDV is a smoke free workplace

WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realising substantive equality for women and women with disability

POSITION OBJECTIVES

This position is responsible for implementing the Family Violence Workforce Development Project that will build the capacity of family violence and other human services to respond to people with disabilities who experience violence.

KEY RESPONSIBILITIES

Project Management

- Develop, implement and monitor a project management plan to ensure the Family Violence Workforce Development Project objectives, and deliverables are met within the specified project timeframes.

Partnership Development, Relationship Management and Communication

- Identify and develop appropriate partnerships for module development, integration and delivery in other family violence workforce development programs.
- Co-convene regular meetings with other organisations identified in Recommendation 139 and 167 of the Royal Commission into Family Violence Report to align approaches where possible by developing common principles to guide work across organisations and identify collaboration opportunities.
- Build and maintain relationships with relevant organisations, and national, state and local governments.

Project Governance

- Establish and administer an appropriate project governance structure with the Workforce Development Program Manager, including development of agendas, minutes and presentations.

Research and Mapping of Training

- Drawing on the work of relevant Family Violence and NDIS Working Groups and Industry Plans, map current training available to family violence services and other human services to provide appropriate services to people with disabilities.
- Identify opportunities to align/integrate disability based modules/content into family violence training and qualifications including an introductory section on prevention.
- Identify accreditation pathways for modules to be delivered to specialist family violence services and a forward plan for implementation.

Consultation and Needs Analysis

- Undertake consultation and a needs analysis of family violence sector (knowledge and skills) and other human services that are integrated and aligned with FV Industry Plan consultation timeframes and activities.

Product Development, Testing and Evaluation

- In coordination with the Family Violence Industry Plan, develop and test module/s for family violence specialist and other human services to recognise and respond effectively to the needs of people with disabilities.
- Develop and implement an evaluation framework for assessing the effectiveness of the testing of the module and provide recommendations for future delivery of the module to family violence sector and other human services.
- Recruit and train co-facilitators in the test delivery of the module to family violence sector and other human services
- Identify and co-ordinate test group participation, testing module/s with family violence and other human services in basic training and ongoing professional development contexts
- Initiate and undertake necessary tasks for the module/s gaining formal accreditation.

Delivery Strategy and Evaluation Framework

- Develop a workforce delivery strategy and evaluation framework that informs family violence and other human service providers about the tools and resources available to address the needs of women with disabilities.

Reporting

- Measure and regularly report on project outcomes and milestones within scope and as identified in WDV funding agreement with the Victorian Government.
- Report on project progress and outcomes at governance meetings
- Prepare a final project report to contribute to the final report.

GENERAL RESPONSIBILITIES

The following responsibilities are required to be carried out and apply to all staff at WDV:

- a. Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- b. Provide verbal and written reports and activities data as appropriate
- c. Active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- d. Work within organisational policies, procedures and Enterprise Agreement
- e. Undertake other duties as directed within each person's scope and abilities
- f. Health safety & wellbeing requirements:
 - i. Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors
 - ii. Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture
 - iii. Where appropriate, participate in workplace inspections, accident reporting and investigations; provide information, instruction and coaching.

ORGANISATIONAL RELATIONSHIPS

Internal

- a. Contribute to the culture of the decision making processes incorporating co-operation, collaboration and shared accountability with other staff, and the Board.
- b. The position reports directly to the Workforce Development Program Manager, works closely with other members of the Workforce Development team to plan and coordinate project activities
- c. The position is also expected to liaise with other WDV programs as needed, including:
 - the Senior Policy Officer responding to workforce development issues and initiatives identified through their policy representation.
 - the WDV Gender Equity Training Coordinator, Workforce Development Program on Gender and Disability on content development, resources and recruitment of co-facilitators

External

- a. Progress WDV strategic direction by building and maintaining relationships with relevant organisations.
- b. Contribute to developing strategic partnerships to support project outcomes.
- c. Liaise and collaborate with other key organisations delivering training and resources with regard to Recommendation 139 and 167 of the Royal Commission into Family Violence Report and more broadly.
- d. Encourage involvement of women with disabilities and other key stakeholders in the project.

Accountability

- a. The position will sit within the Workforce Development Program and report on delivery of agreed performance measures to the Program Manager.
- b. Provide regular monthly project reports to the Workforce Development Program Manager.
- c. Provide timely reports to the Victorian Government against agreed deliverables via the Workforce Development Program Manager.

KEY SELECTION CRITERIA:

- a. Demonstrated commitment to the values and feminist principles underpinning WDV's approach.
- b. Knowledge of the key policy areas relating to WDV's priorities.
- c. Demonstrated high level knowledge, skills and experience in developing and delivering training programs.
- d. Demonstrated project management and coordination skills including ability to manage competing priorities and to work within deadlines.
- e. High level of experience in consultation, stakeholder management and partnership development.
- f. High level written and verbal communication skills.

Highly Desirable:

- g. Lived experience as a woman with disability.
- h. Experience working in family violence and/or disability sectors.
- i. Sound knowledge of accreditation systems and processes.

WHV EBA 2007 Classification Level and Definition

Level 4

- a. Work is likely to be under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the management and output of the work of others and for a defined function or functions may be involved.
- b. Work involves the exercise of a degree of autonomy with delegated authority to operate within broad organisational guidelines. The selection of methods and techniques is based on sound judgement. The work generally involves the management of major projects and/or functions. Solutions to problems can generally be found in documented techniques, precedents or instructions. Advice would not necessarily be available within the organisation.
- c. Competency at this level involves the self-directed development of knowledge with substantial depth across a number of areas and/or mastery of a specialised area with a range of skills. Application is to major functions in either varied or highly specific contexts.
- d. Competencies are normally used independently and are substantially non-routine. Significant judgement is required in planning, design, technical or supervisory functions related to products, services, operations or processes.

WHV EBA 2007 Competencies for this Position

Year 3

- a. Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- b. Ability to set individual work area objectives and clarify client needs and expected results. The people, funds, materials and equipment needed to carry out this work are identified and set down in an action plan.
- c. Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- d. Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
- e. Ability to identify, gather, analyse and apply information to achieve goals of the work area. Ability to present information in a way which is understandable to an audience and identifies options and recommends appropriate action.
- f. Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- g. Ability to achieve personal goals in the workplace and career progression. Feedback is sought on work performance and strategies for improvement are implemented. Honest and ethical behaviour is applied with clients and colleagues.