

Position Description**Project Officer – Leadership Program**

Job Title	Project Officer – Leadership Program	
Reports to:	Manager, Leadership Program	
Business Unit	Sector Development	Team Leadership Program
Contract Type	Part-time (0.6 - 0.8FTE), fixed-term contract to 14/11/2024 Safe and Equal Level 5.1 (as per DV Vic Enterprise Agreement 2017) Annual Salary (pro rata): \$90,626 plus superannuation (\$45.86 per hour) Salary sacrificing arrangements are offered within Australian Taxation Office guidelines Office Location: Carlton	

Primary Purpose of this Position

This role will be responsible for supporting the delivery of the leadership network and program. This includes an active role in supporting workflow processes and implementing continuous improvement.

The leadership program is a pilot initiative for leaders working in the specialist family violence and sexual assault sectors. It aims to strengthen leadership capability by providing senior level knowledge and skills development. The leadership network aims to provide opportunities to build and maintain professional networks.

The Project Officer, Leadership Program, will support the Program Manager who is leading this program of work.

Scope

Direct Reports	Indirect Reports
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
Sector Development	Family Safety Victoria

<p>Primary Prevention Policy, Communications and Engagement</p>	<p>Sexual Assault Services Victoria (SASVic) Leadership Victoria Specialist Family Violence sector Members of Safe and Equal</p>
<p>Key Responsibilities</p>	
<p>Project management</p> <ul style="list-style-type: none"> • Support all aspects of the program including development and documentation of project strategy, planning, budgets, communications, stakeholder engagement, scheduling and risk and issue management • Develop and implement effective project management and monitoring processes to enable success, particularly for the Leadership Network • Coordinate evaluation and project reporting activity as required • Deliver the administrative needs of the program 	
<p>Operational Duties</p> <ul style="list-style-type: none"> • Coordinate identified areas of program delivery, including workshops and forums, materials and briefs, and resource distribution • Support the delivery of the application and enrolment process for course participants • Coordinate data collection, analysis, reporting and record-keeping in line with the project's monitoring, evaluation and learning framework • Contribute to the development of resources, tools, and communications materials • Provide day-to-day administrative support to the program and Program Manager • Coordinate and administer other Leadership Program needs, as required 	
<p>Stakeholder management</p> <ul style="list-style-type: none"> • Liaise with program participants as required, including responding to queries about the program • Develop collaborative relationships with internal teams, particularly the Communications and Engagement team • Contribute to relationships with external consultants and contractors as required • Represent Safe and Equal at external meetings, forums, and events as required 	
<p>Risk and Compliance</p> <ul style="list-style-type: none"> • In collaboration with the Program Manager, proactively raise, review, and mitigate risks and issues relating to the Program, Network and other activities • Proactively manage OH&S risks 	
<p>Organisational Context</p>	
<p>The way we work at Safe and Equal</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"> • We are accountable, act ethically and have integrity. • We are independent, expert and trusted. 	

- We are curious and courageous, we learn, and from this we create opportunities.
- We work with care, kindness and compassion.
- We create our own future.
- We strive for gender equity and a socially just world.

Diversity and Inclusion

At Safe and Equal Our diversity is our strength. We strongly encourage applications of people from different backgrounds, including Aboriginal and Torres Strait Islander peoples, culturally, linguistically, and religiously diverse peoples, young people, older people, people identifying as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual, people with lived experience of family violence, people in the sex industry and people who live with disability. We also consider applicants regardless of contact with the justice system and experiences of criminalisation, consistent with our legal requirement.

We are committed to foster a work environment where everybody can bring their whole self, belong and succeed, and we are a proud Equal Opportunity employer who do not tolerate any form of discrimination or harassment. 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.

Even if you think you do not fulfill all the requirements but still believe you are the right fit for the position, we encourage you to apply or contact us.

Expectations of Staff

Strategic alignment

Pro-actively work in a way that directly supports Safe and Equal 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 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

- Relevant qualifications in project management and/or experience in project support roles and/or a relevant discipline
- Excellent communication skills, including the ability to write clearly and succinctly for various purposes
- A proven track-record in administrative support functions, including excellent IT skills

	<ul style="list-style-type: none"> • Excellent relationship management skills, including the ability to develop and maintain strong collaborative partnerships with individuals and groups • Ability to work with others to facilitate trouble-shooting and problem-solving • Ability to manage time independently, prioritise and manage competing demands, with a high-level of professionalism and attention to detail
Desirable	<ul style="list-style-type: none"> • Experience in communications and online engagement, including database management systems • Experience in project management and/or event management • Experience or understanding of the specialist family violence response and/or sexual assault sectors
Police Check	<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>
Vaccination	<p>Safe and Equal is committed to its work, health and safety duty of care to ensure, as far as reasonably practicable, the health and safety of its workers and others in the workplace. It is acknowledged that COVID-19 is a highly transmissible and dangerous virus and that vaccination against COVID-19 is a safe and effective measure to minimise exposure to and spread of the virus.</p> <p>To this end, Safe and Equal has determined that all employees, unless medically exempt, are required to be up-to-date in their vaccinations against COVID-19 when working outside their usual place of residence. This is a necessary measure to ensure the safety of everyone in the workplace, when working outside of their usual place of residence.</p> <p>If a preferred candidate does not wish to be fully vaccinated, they will still be considered for recruitment based on the operational needs of the role and if it can be effectively performed from the candidate's usual place of residence.</p>