

## Position Description

### Practice Development Advisor

<b>Job Title</b>	Practice Development Advisor		
<b>Reports to:</b>	Manager, Workforce Policy and Practice		
<b>Business Unit</b>	Sector Development	<b>Team</b>	Practice and Sector Development
<b>Contract Type</b>	<p>Full-time, fixed-term 12 month contract</p> <p>Safe and Equal Level 6.1 (as per DV Vic Enterprise Agreement 2017)</p> <p>Annual Salary (pro rata): \$101,132 plus superannuation (\$51.18 per hour)</p> <p>Salary sacrificing arrangements are offered within Australian Taxation Office guidelines</p> <p>Office Location: Carlton</p>		
<b>Primary Purpose of this Position</b>			
<p>The Practice Development Advisor role will work to support workforce and practice development for the specialist family violence sector. This role will hold a portfolio on development and implementation of statewide service models for the specialist family violence sector, in addition to other sector development activities.</p>			
<b>Scope</b>			
<b>Direct Reports</b>		<b>Indirect Reports</b>	
None			
<b>Key Relationships</b>			
<p>All employees have responsibility for effectively managing relationships and working in a way that supports our culture and role models our organisational values</p>			
<b>Internal</b>		<b>External</b>	
<p>Operations, Quality and Governance</p> <p>Sector Development</p> <p>Primary Prevention</p> <p>Policy, Communications and Engagement</p>		<p>Family Safety Victoria</p> <p>Specialist Family Violence sector</p> <p>Members of Safe and Equal</p>	

## Key Responsibilities

### Project management

- Manage all aspects of the project including documentation of project strategy, planning, communications and stakeholder engagement plans
- Develop and implement effective project management and monitoring processes to enable success
- Provide project reporting and evaluation data (internal and to funding bodies)
- Coordinate regular meetings with Family Safety Victoria and contribute to statewide governance as required
- Develop and deliver on implementation plans

### Operational Duties

- Support member organisations to build capability and capacity
- Identify opportunities that support and maintain the safety and wellbeing of the specialist family violence workforce
- Work collaboratively with other funded advisor/coordinator roles, including with other peak bodies
- Provide learning opportunities, raise awareness and build partnerships across specialist workforces and workforces that intersect with family violence
- Apply different engagement methods and strategies to reach diverse and hard to reach audiences such as community of practice, webinar, forums etc.
- Analyse, scope and develop project plan(s) to meet identified specialist sector needs
- Design and provide implementation support to the specialist family violence sector
- Undertake analysis of sector needs to identify gaps, challenges and opportunities for established and new sector development initiatives

### Stakeholder management

- Develop effective working relationships with a wide range of key government and non-government stakeholders
- Represent Safe and Equal at external meetings, forums, and events as required

### Risk and Compliance

- Identify, manage and escalate risk in accordance with Safe and Equal's risk framework
- Proactively manage OH&S risks

## 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:

- 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

- Tertiary qualifications in a relevant discipline (e.g. public policy, community development, social work, law) or equivalent experience
- Excellent relationship management 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
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)

	<ul style="list-style-type: none"> <li>• Excellent written communication skills, including the ability to write clearly and succinctly for a variety of purposes</li> <li>• Excellent time management and organisational skills</li> <li>• Ability to lead, influence and support others in working to achieve change</li> <li>• Ability to work with others to facilitate trouble-shooting and problem-solving in a complex environment</li> <li>• 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</li> <li>• In-depth knowledge of the Victorian family violence system and reform agenda</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• An understanding of the work of a community sector peak body</li> <li>• Experience successfully developing actionable projects, strategies and implementation plans in response to complex workforce and practice issues</li> </ul>
<b>Police Check</b>	<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>
<b>Vaccination</b>	<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>