

Position Description

Evidence and Advocacy Advisor

Job Title	Evidence and Advocacy Advisor		
Reports to:	Policy Manager		
Business Unit	Policy, Communications and Engagement Unit	Team	Policy Team
Contract Type	2 year fixed term contract (0.8 - 1.0 EFT: Negotiable) DVVic Level 6.1 (as per DV Vic Enterprise Agreement 2017) Hourly rate: \$51.18 Annual salary (pro rata): \$101,132 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines		
Primary Purpose of this Position			
<p>Safe and Equal plays a leadership role in designing and influencing innovative policy to prevent and respond to family violence, as well as building workforce capability and representing the specialist family violence sector in a range of contexts.</p> <p>While the scope of our policy and advocacy activity in recent years has been very broad, in response to the sweeping reforms emerging from the Victorian Royal Commission into Family Violence, over the last 18 months Safe and Equal has worked with the specialist family violence sector to define our own agenda – expanding beyond current government priorities. We are now in the process of consolidating and refining our policy platform and embedding strategic, proactive advocacy approaches to drive systemic and social change.</p> <p>The Evidence and Advocacy Advisor is one of several new positions being established to implement a broad program of family violence evidence and knowledge translation work, with a key focus on building the capability of the specialist family violence sector and peak. In particular, this role will deliver on key projects and advocacy to support sector sustainability, system accessibility, and better outcomes for people experiencing or at risk of family violence.</p> <p>The Policy Team is one of three teams within the Policy, Communications and Engagement Unit at Safe and Equal. The person in this role will work closely with colleagues across the organisation as well as the broader PCE Unit, to develop and deliver strategic and effective policy advice, messaging and advocacy activity with a view to effecting systems-level change on behalf of the family violence sector and all people experiencing or at risk of family violence.</p>			

Scope		
Direct Reports	Indirect Reports	
Nil at time of recruitment – potential for a direct reporting role to be established in future	Nil	
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	
Teams across all four units, including: <ul style="list-style-type: none"> • Operations, Quality and Governance • Sector Development • Primary Prevention • Policy, Communications and Engagement 	Safe and Equal member services Victorian Government Other peaks and partner organisations Academics and consultants	
Key Responsibilities		% of job
Research, evidence building and knowledge translation <ul style="list-style-type: none"> • Coordinate data collection, analysis and reporting with a view to maintaining a contemporary understanding of specialist family violence service capacity and demand • Work collaboratively with colleagues, including survivor advocates, to drive the development and implementation of a specialist family violence service client outcomes framework • Scope, design and deliver key research, policy and advocacy activity with a view to better understand and improve client journeys and systems-level outcomes for victim survivors • In collaboration with colleagues across partner peak organisations organisations, support and coordinate the establishment of a family violence focused Outcomes, Practice and Evidence Network • Scope, and coordinate the delivery of key research, policy and advocacy activity focused on gendered economic analysis and strengthening the business case for investment into specialist family violence responses • Keep up to date with emerging research and evidence around family and gender-based violence, and support the development of communications and resources to support knowledge translation 		40%
Stakeholder engagement and communication <ul style="list-style-type: none"> • Engage with and consult the specialist family violence sector, survivor advocates, and allied organisations and sector peaks to shape and inform positioning and approaches • Progress positioning through consulting, negotiating with and influencing internal and external stakeholders 		25%

<ul style="list-style-type: none"> • Establish and maintain relationships with relevant experts, policy makers and other influential stakeholders • Present on relevant positioning and advocacy approaches to internal and external stakeholders • Support strategic, collaborative relationships with state and federal government agencies and departments • Represent Safe and Equal and our members on advisory groups, reference groups, forums, networks and meetings, as required 	
<p>Policy analysis and development</p> <ul style="list-style-type: none"> • Undertake research and consultation to produce written briefings, position papers, submissions, reports and proposals on relevant and evolving issues • Provide policy and advocacy advice, briefing materials and capability building to internal stakeholders and members • Support media and public engagement through preparing briefing materials, messaging, speaking notes, etc. 	15%
<p>Project management</p> <ul style="list-style-type: none"> • Contribute to the design and development of project proposals in line with Safe and Equal’s strategic priorities • Coordinate end to end management of relevant projects within the Advisor’s portfolio, including proactive planning, risk identification and mitigation, and reporting • Provide advice and support for specific projects as required 	20%
<p>Staff management (subject to funding)</p> <ul style="list-style-type: none"> • Provide day to day management of a Project Officer, including regular supervision, workload management, oversight and feedback on workplans and priorities, mentoring and professional development 	TBC
<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. <p>Diversity and Inclusion</p> <p>Safe and Equal recognises the value and expertise of people from diverse communities and acknowledges the importance of centring the voice of lived experience. We strongly encourage applicants who are Aboriginal and Torres Strait Islander, culturally, religiously and linguistically diverse, young people, older people, women, people who have experienced family violence, and people who identify as gay, lesbian, bisexual, transgender and gender diverse, intersex, queer or asexual.</p>	

We provide flexible work arrangements, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

Strategic alignment

Pro-actively 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 governance framework and complying with organisational policies, procedures and escalating when required.

Organisational Expectations

- Work within and contribute to a culture based on an intersectional feminist framework, as set out in the Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors, that recognises all family and gender-based violence has its roots in patriarchal and structural inequalities.
- Adhere to Safe and Equal's values in all internal activity and when representing the organisation
- Participate in, and contribute to, staff meetings/events/celebrations
- Identify professional development needs and share new knowledge with others
- Support the development of new resources, policies and practice
- Adhere to all policies in the Safe and Equal Policy Manuals

The knowledge, skills, experience, qualifications and clearances required for this role are:

Essential	<ul style="list-style-type: none"> • A tertiary qualification in a relevant discipline (for example, public policy, social science, social work, community development) or commensurate professional experience • At least 3 years' experience working in evaluation, research, strategy, policy, advocacy, or social change • Lived experience, or an in-depth understanding, of the ways that gender inequality intersects with other forms of inequality and oppression to limit people's access to services, support, and safety • Experience working with adult and/or child victim survivors of family violence, working with specialist family violence services, and/or working within the family violence response system • Demonstrated experience managing successful, collaborative relationships with multiple and diverse stakeholders • Skills and experience in developing strategic goals into actionable projects, strategies and implementation plans, including managing multiple and sometimes competing priorities • Demonstrated experience in preparing high quality written communications in a variety of formats and for a broad range of audiences • Highly developed interpersonal and verbal communication skills, including influencing and negotiation skills, ability to listen and adapt to audience needs, and ability to lead and facilitate groups • Excellent project management and time management skills
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	<ul style="list-style-type: none"> Ability to work collaboratively as part of a close-knit team as well as independently, and to flexibly manage workload and competing demands
Desirable	<ul style="list-style-type: none"> Experience in and passion for consumer participation, human centred systems and service design and/or knowledge translation Understanding of the MARAM framework and the Victorian family violence reform context Understanding of the Code of Practice for specialist family violence services in Victoria, the Family Violence Experts by Experience framework, and the ability to apply the principles of these frameworks in your work Experience working within a peak body setting
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>Under the Public Order Act (COVID-19 Mandatory Vaccination (Workers) Directions) Safe and Equal is required for all staff to be fully vaccination to conduct work onsite. Safe and Equal are required to collect, record and hold employee proof of vaccination information.</p>