

Position Description

Multicultural Inclusion Advisor – Statewide

Job Title	Multicultural Inclusion Advisor - Statewide		
Reports to:	Manager, Statewide Coordination		
Business Unit	Sector Development	Team	Practice/Sector Development
Contract Type	<p>Full time, 2-year fixed term contract</p> <p>Safe and Equal Level 6.1 (as per Safe and Equal Enterprise Agreement 2024-2026)</p> <p>Annual Salary: \$110,957 plus superannuation (\$56.15 per hour)</p> <p>Salary sacrificing arrangements are offered within Australian Taxation Office guidelines</p> <p>Office Location: Carlton</p>		

Primary Purpose of this Position

The Sector Development Unit's focus is developing, implementing and consolidating a suite of programs and projects that will continue to build capability, connectedness and expertise in the specialist family violence and broader workforce sectors. The Unit provides industry planning, practice leadership and workforce and professional development as its core work.

The Multicultural Inclusion Advisor role will lead provision of statewide coordination and capability-building support for 18 multicultural family violence capacity building roles across the state. This role aims to identify system linkages and mechanisms that support specialist family violence services to strengthen responses to multicultural and faith communities and opportunities for member organisations to build their capacity and capability.

The role will also provide professional development offerings (training, workshops, communities of practice) and other sector development activities.

Scope

Direct Reports	Indirect Reports
N/A	N/A

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
<p>Colleagues across all organisational units:</p> <ul style="list-style-type: none"> • Sector Development • Operations, Quality and Governance • Policy, Communications and Engagement • Primary Prevention 	<p>Safe and Equal member organisations</p> <p>Other community sector peaks and stakeholders including government</p>

Key Responsibilities

Project management

- Manage all aspects of projects including documentation of project strategy, planning, budgets, 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
- Develop and deliver on implementation plans

Operational

- Support member organisations to build capability and capacity
- Provide support and connectivity for the statewide roles including convening a statewide community of practice
- Provide learning opportunities, raise awareness and build partnerships across specialist workforces and workforces that intersect with family violence ((with a primary focus on the intersect between specialist family violence services and multicultural and faith communities)
- 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
- Map systemic and other barriers to inclusion in the family violence service system for people from multicultural and faith communities and work with Government and other stakeholders to

develop actions and strategies for improvement

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

- Proactively work in a safe manner, adhering to all OH&S requirements by complying with Safe and Equal policies and procedures and adding to a culture that is safe and inclusive by managing and reporting on 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

Safe and Equal is the peak body for specialist family violence services that provides support to victim survivors in Victoria. The interests of people experiencing, recovering from, or at risk of, family violence is at the heart of everything we do. Our vision is *a world beyond family and gender-based violence, where women, children and people from marginalised communities are safe, thriving, and respected.*

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 refuge 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:

Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in social work, community development, human services or welfare (or equivalent experience)
Essential	<ul style="list-style-type: none"> • 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 • Excellent written communication skills, including the ability to write clearly and succinctly for a variety of purposes • Excellent time management and organisational skills • Ability to lead, influence and support others in working to achieve change • Ability to work with others to facilitate trouble-shooting and problem-solving in a complex environment • An understanding of the drivers, dynamics, and impacts of family and gendered violence, including and knowledge of state and federal policy and law informing responses to family violence • An understanding of intersectional feminism and its application when working with victim-survivors from multicultural and faith communities

	<ul style="list-style-type: none">• In depth knowledge of the Victorian family violence service system
Desirable	<ul style="list-style-type: none">• An understanding of the work of a community sector peak body• Lived experience of multicultural and faith communities
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>