

## Position Description

### Organisational Development Officer

Job Title	Organisational Development Officer		
Reports to:	Manager, Organisational Development and Governance		
Business Unit	Culture, Operations, and Engagement		
Contract Type	Full Time/Part Time 0.8-1EFT (negotiable) 12 month fixed-term contract Safe and Equal Level 5.1 - \$52.0804 per hour Annual Salary (pro rata): \$102,910.87 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines Office Location: Carlton		
Primary Purpose of this Position			
The Organisational Development Officer is responsible for supporting with the implementation of Safe and Equal’s Impact Measurement Framework and evaluation, organisational development, quality, and governance activities of the organisation.			
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	
Executive leadership team		Members	
Leadership team		Stakeholders	
Board members		Contractors	

Key Responsibilities	% of job
Support for the implementation of the Impact Measurement Framework and evaluation, including data collection, monitoring reflective practice schedule, support with staff capability building activities, and any other ad-hoc support needed.	50%
Organise organisational development and quality activities in alignment with the organisational professional development plan, policy and procedure review schedule, and other quality improvement plans.	30%
Other administrative activities within the portfolio of culture, organisational development, quality and governance	20%

## 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 refugee communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQ+) 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:

<b>Essential</b>	<ul style="list-style-type: none"> <li>• 3+ years' experience in monitoring, evaluation, and impact.</li> <li>• Experience in business improvement, quality, and organizational development.</li> <li>• Experience in project management and stakeholder management.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience working in the not-for-profit sector.</li> <li>• Knowledge of family violence.</li> </ul>
<b>Police Check</b>	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.