

Position Description

Practice Development Advisor

Job Title	Practice Development Advisor		
Reports to:	Manager, Statewide Coordination		
Business Portfolio	Response, Policy and Evidence	Team	Practice/Sector Development
Contract Type	<p>Full time, 18-month fixed term contract (negotiable)</p> <p>Safe and Equal Level 6.1 (as per Safe and Equal Enterprise Agreement 2024-2026)</p> <p>Annual Salary: \$114,841 plus superannuation (\$58.1178 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			
<p>The Response, Policy and Evidence area's focus is developing, implementing and consolidating a program of work across policy, programs and projects that will continue to build capability, connectivity and expertise in the specialist family violence and broader workforce sectors, in addition to influencing and advocating across the family violence and interconnecting systems.</p> <p>The Practice Development Advisor role will work to support workforce and practice development for the specialist family violence sector.</p> <p>This role will hold a portfolio on the flexible support packages (FSP) and personal safety initiative (PSI) programs which includes support for PSI Coordinators and the administrators of the FSP program to deliver consistent and high-quality services.</p> <p>The role will also provide professional development offerings (training, workshops, communities of practice) and other sector development activities.</p>			
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
Colleagues across all organisational units: <ul style="list-style-type: none"> • Response, Policy and Evidence • Culture, Operations and Engagement • Prevention, Advocacy and Social Change 	Safe and Equal member organisations Other community sector peaks and stakeholders including government

Key Responsibilities	% of job
Project management <ul style="list-style-type: none"> • 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 implementation plans 	33%
Operational <ul style="list-style-type: none"> • 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 • Coordinate and participate in policy and practice review cycles 	33%

<p>Stakeholder management</p> <ul style="list-style-type: none"> • 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 • Establish regular opportunities for, and contribute to, information exchange and networking for key stakeholders 	<p>17%</p>
<p>Risk and Compliance</p> <ul style="list-style-type: none"> • 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 	<p>17%</p>

The above percentages are indicative and will change depending on the organisation's needs.

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:

- Accountability and Integrity
- Equality and Justice
- Compassion and Humility
- Expertise and Collaboration
- Boldness and Courage
- Curiosity and Reflection

Diversity and Inclusion

Safe and Equal is the peak body for Victorian organisations that specialise in family and gender-based violence across the continuum, including primary prevention, early intervention, response and recovery. Our vision is a world where everyone is safe, respected and thriving, living free from family and gender-based violence.

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 (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:

Essential

While the following knowledge, skills and experience will be highly valued, we recognise that meeting all selection criteria for any role can be challenging. If you feel you would be a good fit for this role but are unsure about any of these, please contact us for a discussion.

- 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)
- Excellent written communication skills, including the ability to write clearly and succinctly for a variety of purposes
- Excellent time management and organisational skills

	<ul style="list-style-type: none"> • In depth knowledge of the Victorian family violence service system and reform agenda • Ability to lead, influence and support others in working to achieve change • Ability to work with others to facilitate troubleshooting and problem-solving in a complex environment • 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 • Demonstrated strong conceptual and strategic skills, including the ability to identify systemic issues and generate solutions
Desirable	<ul style="list-style-type: none"> • Knowledge of and experience in industry, sector and workforce planning and development • Experience successfully developing actionable projects, strategies and implementation plans in response to complex workforce and practice issues • Tertiary qualification in social work, community development, human services or welfare (or equivalent experience)
Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in social work, community development, human services or welfare (or equivalent experience)
Police Check	<ul style="list-style-type: none"> • 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.