

Position Description

Program Advisor – Fast Track

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| Job Title | Program Advisor – Fast Track | | |
| Reports to: | Prevention Practice and Workforce Development Manager | | |
| Business Unit | Primary Prevention | Team | Practice and Workforce Development |
| Contract Type | <p>Full time fixed-term contract to 30 June 2024</p> <p>Safe and Equal Level 6.1 (as per DV Vic Enterprise Agreement 2017)</p> <p>Hourly rate: \$51.18</p> <p>Annual salary (pro rata): \$101,132 plus superannuation</p> <p>Salary sacrificing arrangements are offered within Australian Taxation Office guidelines</p> <p>Office Location: Carlton</p> | | |
| Primary Purpose of this Position | | | |
| <p>Fast Track is an intensive leadership program designed to increase the supply of knowledgeable and skilled practitioners to take up management and leadership roles both in specialist family violence response and primary prevention of violence against women. This role leads the implementation of a new round of funding by Family Safety Victoria (FSV), following a successful pilot in 2018 and further expanded delivery in 2021-22.</p> <p>Following a comprehensive evaluation of the last program, this new round of Fast Track continues to meet the leadership capability development needs of both specialist family violence response and primary prevention workers, with opportunity to build in further quality improvements and lead the design, testing and evaluation of an innovative new approach. Fast Track has established a strong reputation across both sectors and this new funding period is an opportunity to further embed the program as a flagship leadership offering of Safe and Equal and contribute to positive sector outcomes.</p> <p>This role is the lead for the successful implementation of all areas of the Fast Track program. The Program Advisor – Fast Track is responsible for the design, implementation, governance, monitoring, and evaluation of the work to be undertaken in this funding period, and will have a particular focus on internal and external stakeholder collaboration, maintaining quality learning outcomes, and program delivery sustainability.</p> <p>As a result of Covid-19 and health restrictions, training, events and communities of practice are currently being delivered virtually/online. The possibility of face-to-face delivery could occur in the future.</p> | | | |
| Scope | | | |
| Direct Reports | | Indirect Reports | |
| Nil | | Nil | |

| Key Relationships | | |
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| 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 | <ul style="list-style-type: none"> • Practitioners, leaders and executives across the specialist family violence and primary prevention sectors • Participants of the Fast Track Program | |
| Key Responsibilities | | % of job |
| Strategy and leadership <ul style="list-style-type: none"> • Actively support an organisational culture that is based on an intersectional feminist framework to empower and support women, as well as promoting accountability, quality, good governance and staff well-being • Develop and implement evidence-based strategies to support organisations and individuals from various settings to implement prevention activity. • Actively monitor state and national trends in primary prevention and family violence policy, practice and training and workforce development so these can inform our work | | 10% |
| Project and contract Management <ul style="list-style-type: none"> • Lead the delivery of the program, including development and design, documentation of project and MEL planning, budgets, communications, scheduling, and risk and issue management. • Undertake the day-to-day project management of the Fast Track program within changing delivery contexts • Deliver the governance needs of the program in line with the organisation's Project Management Framework • Deliver monitoring and reporting to meet internal and external needs • Manage and maintain accountability for delivery against agreed program plans • Support and provide timely input to the Primary Prevention Unit's project management, and monitoring and evaluation learning efforts, including project planning, reporting to funders, keeping track of policy and sector development related deliverables, and contributing to Unit-wide action learning cycle | | 20% |
| Stakeholder Management <ul style="list-style-type: none"> • Develop collaborative relationships with internal teams for successful program delivery • Lead the development and maintenance of relationships with program mentors, guest experts, and the facilitator. • Lead on the liaison with program applicants and participants and their organisations • Build strong relationships and maintain contracts required for engagement with external consultants and contractors • Represent Safe and Equal at program and external events as needed | | 20% |

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| <ul style="list-style-type: none"> Engage in respectful, positive and strategic communication with the funder and any other key stakeholders as relevant to the delivery of the program | |
| <p>Operations</p> <ul style="list-style-type: none"> Lead on the end-to-end delivery of program delivery, including applications, the multi-modal learning model (including workshops, mentoring, a forum, networking etc.), certifications, promotion and communications, and the systems and processes needed for success Implement quality improvements, based off findings of the Evaluation report and ongoing monitoring data Coordinate with internal stakeholders across other units for the successful delivery of the program Manage the improvement on core program delivery, in liaison with contractors Coordinate data collection, analysis, reporting and record-keeping in line with the project's monitoring, evaluation and learning framework Lead the planning, design, development, implementation and evaluation of a new Fast Track pilot model with a consultant, drawing on program learnings, monitoring data, and other evidence including sector needs Coordinate other Fast Track program and team needs, as required Work within Safe and Equal's quality assurance framework to ensure all capability building activities are evidence based, high quality and up to date Contribute to shared practice and processes of workforce development initiatives within Safe and Equal, feeding into other Safe and Equal leadership programs, and contributing to larger organisational business development initiatives of the organisation. | 40 % |
| <p>Finance Management</p> <ul style="list-style-type: none"> Ensure that all project-related expenditure is in line with the project budget and aligned to the relevant funding agreements Manage project budget and ensure regular reports as required Ensure that all costs incurred are submitted to the organisation in a timely manner Conduct contract and invoice management as required Support organisational budget maintenance and track expenditure as required. | 10% |
| <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>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,</p> | |

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

- Project Management or similar relevant qualification and/or equivalent demonstrable experience
- An in-depth understanding, and/or lived experience, of the ways that gender inequality intersects with other forms of inequality and oppression
- Strong experience of project management processes, tools and practice
- Strong experience of monitoring, evaluation and learning tools and processes, including analysis, report writing, and formulating and implementing recommendations
- Understanding of workforce development and training design and delivery, and expertise in the development, design, review of training and workshops for adult learners (based on a sound understanding of adult learning principles and capability building)
- Excellent relationship management skills, including the ability to develop and maintain strong collaborative partnerships with a wide range of internal and external stakeholders
- Experience or understanding of the family violence response and/or primary prevention of violence against women sectors

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| <p>Desirable</p> | <ul style="list-style-type: none"> • Working knowledge of key prevention and family violence frameworks, tools, practices and standards • Knowledge of the Victorian family violence policy and reform context |
| <p>Police Check</p> | <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> |
| <p>Vaccination</p> | <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> |