

Position Description

Family Violence Advisor

Job Title	Family Violence Advisor		
Reports to:	Workplace Partnerships and Engagement Advisor		
Business Portfolio	Culture, Operations and Engagement	Team	Workplace Partnerships and Lived Experience Team
Contract Type	Casual Safe and Equal Level 6.3 (As per Safe and Equal Enterprise Agreement 2024-2026) Hourly rate: \$75.8599, including 25% casual loading Salary sacrificing arrangements are offered within Australian Taxation Office guidelines Safe and Equal is a hybrid workplace, and as such working location include a mix of site based and online working which can be negotiated flexibly with candidates. Some engagements may require onsite facilitation at various locations throughout Victoria. Office Location: Carlton, VIC		

Primary Purpose of this Position

Family Violence Advisors are responsible for delivering Safe and Equal's capability building packages and associated offerings. This position will lead and/or support the provision of policy advice and capacity building offerings including workshop facilitation with a focus on workplace and private sector responses to family violence, as part of fee for service requests.

The Workplace Partnerships and Lived Experience Team are highly valued and have meaningful connection points with many other teams across the organisation. A significant part of this role requires an autonomous and proactive approach to completing agreed activities and tasks.

This will include:

- Providing consulting services across a range of areas including the review and development of workplace policy and procedures, and implementation advice
- Facilitating consultative workshops
- Working with lived experience advocates in co-facilitating selected workshops
- Delivery of defined capability packages
- Tailoring workshops and capability building offerings

This position description captures a range of skills and experience from the design, development, delivery and review of capability building offerings to provision of policy advice and facilitation. The role and responsibilities of the individual Sessional Advisors recruited will be shaped by their knowledge, skills and expertise in one or more of these areas.

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 model our organisational values	
Internal	External
Culture, Operations and Engagement portfolio including: <ul style="list-style-type: none"> Manager, Lived Experience and Workplace Partnerships Workplace Partnership and Engagement Advisor Workplace Partnerships and Lived Experience Officer Family Violence Advisors 	External clients across private, corporate and government sectors.
Key Responsibilities	% of job
Family Violence Consultation <ul style="list-style-type: none"> Conduct desktop reviews of research and evidence Review and provide feedback/advice on workplace family violence materials including (but not limited to); policy, associated procedures, communications and training Provide advice on the implementation of feedback on workplace materials Write recommendation reports, articulating consultancy outcomes Maintain awareness of emerging issues and research related to workplace and private sector family violence policy and practice for employees and customers Identify emerging trends, risks, issues and opportunities to strengthen workplace and private sector responses to family violence 	Up to 80%
Facilitation and training <ul style="list-style-type: none"> Facilitate trauma informed workshops and training (online and in-person) for participants from a wide range of backgrounds and organisations across Australia, either individually or via co-facilitation 	Up to 10%

<ul style="list-style-type: none">• Engage in respectful, positive and strategic communication with key stakeholders as relevant to the facilitation of workshops• Preparation as required for workshop facilitation including the customisation of materials to accommodate business needs• Work collegially with team members and other stakeholders to ensure effective delivery of consultancy services, facilitation and training• Work as part of a team to deliver contracted workplace model products and services	
Design and review of workshops and training <ul style="list-style-type: none">• As required, design and develop or review high quality workshops, trainings and materials relating to workplace and business responses to family and gender violence for a range of audiences to support delivery of fee for service offerings with workplaces• Review participant evaluation forms and incorporate participant feedback as part of continuous improvement processes	Up to 10%

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 refugee 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 polices, procedures and escalating when required.

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

Essential	<p><i>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.</i></p> <ul style="list-style-type: none">• Tertiary qualification in social work, public policy, community development, human services or welfare and/or vocational education and training (or equivalent experience)• Lived experience and/or a sophisticated understanding of the ways that gender inequality intersects with other forms of inequality and oppression to exacerbate family violence risk factors and limit people's access to services, support and safety.• Experience working in family violence response or primary prevention;• Experience in consulting on policies, strategies, frameworks, etc.• High level written communications skills with particular experience in policy review, critical analysis and/or report writing.• Excellent facilitation and group work skills, including the ability to work with resistance and support whole of organisation culture change conversations
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	<ul style="list-style-type: none">• Excellent interpersonal and relationship management skills, with the ability to build trusting, collaborative relationships and experience engaging with multiple, diverse stakeholders.• Sound computer skills, with experience in organising and facilitating online meetings and workshops
Desirable	<p><i>The following skills, knowledge, experience and/or qualifications will be beneficial to be successful in this role:</i></p> <ul style="list-style-type: none">• Understanding of the family violence response system and policy environment• Knowledge and experience in the development, delivery and evaluation of workshop facilitation, with a sound understanding of adult learning and change management principles.• Understanding of the <u>Experts by Experience Framework</u> and ability to apply its best practice principles.• Experience in providing capability building and/or policy advice in a corporate environment
Police Check	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.