

Position Description

Statewide Disability Inclusion Advisor

Job Title	Statewide Disability Inclusion Advisor		
Reports to:	Manager, Statewide Coordination		
Business Unit	Response, Policy and Evidence	Team	Practice and Sector Development
Contract Type	0.8 - 1 FTE, Fixed Term 12-18-month contract (contract length dependent on FTE arrangements) Safe and Equal Level 6.1 - \$58.1178 per hour Annual Salary (pro rata): \$114,841 plus superannuation Salary sacrificing arrangements are offered within Australian Taxation Office guidelines Office Location: Carlton		
Primary Purpose of this Position			
People with disabilities experiencing family violence require services from two sectors in the midst of two large scale reforms, the implementation of the Royal Commission into Family Violence recommendations and the National Disability Insurance Scheme (NDIS). This role aims to identify system linkages that support specialist family violence services to improve responses to victim survivors with disabilities. Based in the specialist family violence peak body, this role will work systemically in collaboration with partner agencies and Women with Disabilities Victoria. The role will also provide professional development offerings (training, workshops, communities of practice) and other sector development activities.			
Scope			
Direct Reports		Indirect Reports	
None		None	
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>Individuals and teams across all areas:</p> <ul style="list-style-type: none"> • Response, Policy and Evidence • Prevention, Advocacy and Social Change • Culture, Operations and Engagement 	<p>Family Safety Victoria</p> <p>Women with Disabilities Victoria (WWDV)</p> <p>Safe and Equal member organisations</p> <p>Other community sector peaks and stakeholders including government</p>
<h2>Key Responsibilities</h2>	
<h3>Project management</h3> <ul style="list-style-type: none"> • Manage all aspects of the project including documentation of project strategy, planning, 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 Program Advisory meetings with Family Safety Victoria and contribute to statewide governance as required • Develop and deliver on implementation plans 	
<h3>Operational Duties</h3> <ul style="list-style-type: none"> • Support member organisations to build capability and capacity by engaging in secondary consultation, delivering presentations, and developing resources with a focus on the intersection of disability and family violence. • Provide learning opportunities, raise awareness and build partnerships across the specialist family violence workforce and workforces that intersect with family violence (with a primary focus on the intersect between family violence services and disability services) • Design and provide implementation support to the specialist family violence sector • Convene a Community of Practice for family violence case managers encompassing a moderated online forum, information exchange and opportunities for professional development • Apply different engagement methods and strategies to reach diverse and hard to reach audiences such as community of practice, webinar, forums etc. • Undertake analysis of sector needs to identify gaps, challenges and opportunities for established and new sector development initiatives • Provide information and support to specialist family violence services about engagement with disability services and the NDIA that supports the Government's workplan for disability and reform of the family violence system. • Map systemic and other barriers to inclusion in the family violence service system for people with disabilities and work with Government and other stakeholders to develop a plan to address them 	
<h3>Stakeholder management</h3> <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

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:

- 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 (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:

Qualifications	<ul style="list-style-type: none"> Tertiary qualifications in a relevant discipline (e.g. public policy, community development, social work, law) 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 An understanding of intersectional feminism and its application to family violence experienced by people with disabilities. 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 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, 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"> • An understanding of the work of a community sector peak body • Lived experience of disability • Experience in managing specialist family violence services and staff • In-depth knowledge of the Victorian family violence system
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>