

ORGANISATIONAL OVERVIEW

ABOUT OUR ORGANISATION

The Centre for Non-Violence Inc. (CNV) is a well-established organisation, with over 20 years' experience in providing specialist family violence programs and services for women and children experiencing family violence and at risk of homelessness, men who use violence in the family and working with families across the continuum of response, early intervention and primary prevention. We provide a range of services for women and children experiencing family violence; programs for men who use violence in the family, including men's behaviour change programs, Making aMENds (a newly developed program for early intervention and working with the whole family), enhanced intake and case management; a young women's housing program for young women aged 15 to 25 who are pregnant and/or parenting and at risk or experiencing homelessness.

CNV works collaboratively with key stakeholders and partners regionally and statewide, to implement primary prevention approaches, innovative projects and influence coordinated community responses and policy to prevent violence against women and their children. CNV provides a key leadership role and auspices positions that support policy and practice integration and coordination implementation, including: Loddon Campaspe Family Violence Principal Strategic Advisor Co-ordinator and the Loddon Mallee Homelessness Network Coordinator, Communities for Children (C4C) and statewide advisory roles. CNV is active leader and innovator in primary prevention, community education and engagement projects, activities and initiatives.

CNV is also the lead agency for the Gender Equality and Violence Prevention Leadership Consortium that is funded to deliver the full suite of services for women and children experiencing family violence, and programs for men who use violence towards family members.

CNV is a child safe organisation. We value, respect and listen to children and young people. We are committed to the safety, wellbeing and inclusion of all children and young people, including the cultural safety of aboriginal children and young people, culturally and/or linguistically diverse children and young people, gender and sexually diverse children and young people and children with a disability.

CNV has an Employee Bargaining Agreement with its staff, which allows both negotiated salary packaging and flexible working arrangements.

CNV Inc. is duly accredited to both DHS (State) and QIC (National) Standards. Continuous quality improvement is an agency expectation.

Vision Statement

Gender and social equality in a violence free world.

Statement of Purpose

CNV Inc. is working towards its vision of a society free from violence, homelessness, discrimination, poverty and oppression by:

- Being responsive to the needs of women and their children through providing information, resources, housing options, referral, advocacy, education and support;
- Designing and delivering education, prevention and recovery programs;
- Ensuring women and children's rights are upheld;
- Challenging structural, legal and social inequities and advocating for change;
- Advocating for affordable, secure and safe housing options;
- Increasing community awareness of the social and systemic issues affecting women and children.

Philosophy & Principles

CNV Inc. will be guided by a feminist philosophy and the following principles in its relations with service users, staff, other stakeholders and the wider Community.

- RESPECT is an active conscious process that acknowledges differences and accommodates conflict. CNV Inc. will work in a consistently respectful manner thus ensuring its practice is non-judgmental, validating, confidential, supportive and acknowledges the intrinsic value of each person. Respect engenders trust, empathy and equality between people;
- CO-OPERATION by valuing the strengths and ideas of others. CNV Inc. works collaboratively to develop and maintain relationships to achieve the best outcome(s);
- SOCIAL JUSTICE is an integral part of CNV Inc. practice, actively advocating structural and social change and the development of a society that is just, equitable and respects human rights;
- EMPOWERMENT, supporting women and children through a power sharing approach to identify their own needs and make informed decisions utilising their strengths. Empowerment engenders self-determination and promotes resilience;
- TRANSPARENT AND INCLUSIVE PRACTICES ensure rights are protected and advocated for and that the service is accountable to stakeholders and the Community;
- DECISION MAKING processes based on participation, consultation and information sharing, whilst respecting and acknowledging different roles, responsibilities, functions and skills

POSITION DESCRIPTION

POSITION SUMMARY

Title:	Loddon Campaspe Principal Strategic Advisor (Family Violence)
Classification:	Social and Community Services Award (SACS Award) Social Worker Class IV. Translates to Social, Community, Home Care and Disability Services Award 2010 – Level 7, pay point dependent upon experience.
Team/Unit:	Prevention and Development
Work Location:	Loddon area (Office base in Central Bendigo with work as assigned within Sub-region across 6 LGA's)
Hours:	1.0 EFT position (38 hours per week)
Contract:	12-month contract (ongoing subject to continued funding)
Salary Range:	Salary Range: Salary Range: \$89,027 to 92,575 per annum (pro rata) Hourly rate \$45.09 to \$46.85 Salary and conditions of employment are as per Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) and the Employee Bargaining Agreement (EBA). Copies of both the SCHADS Award and EBA are available at our office
Hours of Work	Normal hours of work are between 9am and 5.06pm Monday to Friday Some additional out of hours work may be required
Accountability	General Manager - Prevention and Development
Travel	Some travel across the region and to Melbourne is required periodically (including attendance at the state wide RIC/PSA meetings)

Auspice arrangements

The Department of Health and Human Services and Family Safety Victoria provide funding for the PSA to work with the LFVSLG to implement their regional strategic plan and support family violence reforms in practice. The PSA is located within CNV and works collaboratively with the regional Chair, specialist family violence experts and the Leadership group to inform integrated family violence service and system responses. CNV Inc. has three major areas of operation: Client Services, Prevention and Development and Operations.

Our Client Services Division delivers a range of programs to the community including domestic violence outreach services for women and children experiencing family violence and/or homelessness; counselling for women and children experiencing family violence; young women's housing programs; alcohol and other drugs supported accommodation program; programs for men who use violence towards family members including men's behaviour change, enhanced intake and case management.

Work teams within the Client Services Division are small integrated teams of workers with representation of our various client programs including those supporting men, women and children. Teams work with clients from intake to closure using a key worker model.

Our Prevention & Development Division provides a range of community engagement, research, advocacy and prevention programs including the auspice of the Family Violence Regional Integration Co-ordination program; the Loddon Mallee Homelessness Network including the regional Children's Resource Worker program.

Our Operations Division is responsible for all of our human resources, asset and financial management, OHS, quality assurance and administrative support to the organisation.

An Annual Work Plan guides the organisational priorities, which are informed by the CNV Strategic Plan and Continuous Quality Improvement Work Plan.

Position context

The position of Principal Strategic Advisor (PSA) provides regional leadership and support to the Loddon Family Violence Systems Leadership Group (LFVSLG), in the implementation of family violence reforms and delivery of coordinated community responses. The role of the PSA is critical in supporting the LFVSLG to identify and prioritise local and regional issues within state-wide reform and structures. This role supports the strategic integration and coordination of family violence services and system responses across the Loddon area. The LFVSLG uses a collective impact approach to provide specialist expertise and leadership to coordinated community responses to family violence, drive practice innovation and measure outcomes.

Position objectives

The PSA contributes strategic leadership to improve integrated and coordinated service and system responses in family violence. This role works with specialist family violence and sector expertise, to inform improved practice and contribute to addressing key drivers of family violence across the continuum of primary prevention, early intervention, response and recovery. The PSA represents informed regional voice and experience within state-wide groups, including advice to relevant peak bodies, government departments, regulatory bodies and decision makers. Within the region the PSA acts as a strategic advisor across the sectors providing a gender equality and family violence specialist lens. The PSA is a strategic conduit between our region and the statewide network and broader FV context.

KEY RESPONSIBILITY AREAS

Strategic Leadership

- Support the implementation of the LfvSLG Strategic plan, its development and review;
- Support the active involvement and representation of the LfvSLG and its members in key networks, peak bodies and regional working groups;
- Actively identify funding opportunities that advance the LfvSLG Strategic Plan, identified key priorities and support innovation
- Actively engage the LfvSLG group in strategic focus, learning, development and co-design opportunities to contribute to and represent a collective voice and common vision (e.g. Family violence reforms and consultations)

Relationships and partnership development

- Develop and strengthen key networks and partnerships across the LfvSLG and regional action groups
- Represent the LfvSLG and regional experiences to contribute practice advice to improved integrated and coordinated responses to family violence, to meet DHHS Standards and best practice
- Represent the LfvSLG in key strategic relationships across the region and regional contributions to the implementation of the LfvSLG Strategic Plan in practice
- Maintain an understanding of the intersection between the LfvSLG Strategic Plan and activities within the context of the reform and policy environment
- Establish positive working relationships with all member organisations as well as representatives from government and other key stakeholders
- As directed, attend and participate in appropriate networks, meetings, forums to support the work of the LfvSLG

Capacity building and advocacy

- Facilitate opportunities that demonstrate, promote and support the use of best practice and innovation to inform practice, policy and service development
- Inform and represent the LfvSLG using research and evaluation and build an evidence base to demonstrate coordinated community responses and best practice
- Develop mechanisms to build and measure the development of knowledge, skills and capacity of the Leadership Group and common vision
- Identify service and system gaps and barriers to inform advocacy, contribute to improved practice and represent lived experience in policy and practice

Communication and reporting

- Support the development of the LfvSLG Communication Strategy (Communication tools, orientation to the Leadership group, information sharing and reporting)
- Represent the LfvSLG in reporting, documentation, submissions, research and evaluation
- Ensure that the LfvSLG communication (newsletters, website and media releases) utilise the best available information, and are evaluated to ensure key messaging, relevance and quality
- Provide leadership on the development of the LfvSLG key messaging and reporting activities

Research and evaluation

- Promote and share good evidence-based practice knowledge
- Contribute to the capture of data, research and evaluation and build the evidence base through literature, conferences and professional capacity building presentations

- Contribute to and represent regional data and experience of family violence within research, evaluation, policy and practice
- Provide leadership support to the development of the LFVSLG reports and reporting activities to the funding bodies

Governance and Management

- Develop and maintain a workplan to implement LFVSLG strategic focus and priorities in practice and evidence key priorities to the Auspice, Chair and LFVSLG
- Provide leadership and secretariat support to LFVSLG preparation and facilitation of meetings and activities
- Develop and expend budget within the PSA delegation of authority
- Provide supervision and support to administrative, project and student positions that are funded under LFVSLG

Organisational relationships

- Work in close collaboration with CNV, Chair, Consortium and key stakeholders as the specialist family violence experts in coordinating community responses
- Contribute to creating a culture of collective impact and collaboration through decision-making processes, co-operation, collaboration and shared accountability with the LFVSLG
- Work with relevant national, state and local government departments, peak bodies and other key stakeholders to ensure strategic focus and representation

KEY SELECTION CRITERIA

1. Well-developed understanding of the current political context and service systems relating to family violence and ability to translate this knowledge to a broad audience
2. Experience and knowledge of working within a partnership governance framework, including relationship building, partnership development, evaluation, shared measurement and collective impact
3. Proven ability to communicate complex theoretical frameworks into evidence-based practice
4. Proven ability to develop and maintain positive relationships and partnerships and demonstrated ability to problem-solve
5. Knowledge, skills and experience in developing strategic and informed reports, policy advice and advocacy to government and key stakeholders
6. Excellent communication and interpersonal skills and ability to write funding submissions and clear, concise reports
7. A current motor car driver's licence
8. Advanced computer and data collection IT skills, including demonstrated competence in Microsoft Office, digital strategy and communication skills

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The freedom to act is subject to policies, strategies, objectives, budgets and regulatory/statutory control.;
- Free to act within clear policies and procedures but advice and guidance
- is usually available from the General Manager, Operation;
- Position is required to liaise with staff at all levels in the organisation.

COMPETENCIES

- Interpersonal Relationships - Ability to display discretion, tact and diplomacy in communications with managers, senior management, Local Area Service Network members and external agency representatives.
- Analysis- Utilisation of advanced analytical and planning skills in reaching decisions and proposing recommendations.
- Problem Solving- Demonstrate capacity to discuss and resolve specific problems through effective communication and development of possible options and resolutions.
- Time and Task Management - Work to agreed timelines through appropriately setting priorities, planning and organising work to achieve specific goals and objectives, whilst making efficient use of available resources.
- Negotiation- Demonstrated ability to gain cooperation and assistance from staff to enable daily tasks to be performed through appropriate communication with others.
- Written Communication- Prepare clear, concise and accurate correspondence when writing reports to funding bodies, network members or to explain ideas and initiatives, procedures and other information as required.
- Responsiveness and Flexibility- Adapt to changes implemented by CNV and Senior Managers or in managing delivery of conflicting time critical tasks.
- Judgement and Decision Making- Undertake work in a way that demonstrates clear objectives and methodology, and utilises processes or equipment selected from a range of available alternatives.
- Consultative- Seek feedback or access guidance and advice within available timelines to maximise choices, opportunities and positive outcomes.

APPLICATION PROCESS

How to apply

To be considered for shortlisting and an interview, applications must include the following:

- Covering letter;
- Each Key Selection Criteria must be addressed, and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application. You will need to demonstrate that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position.
- Current Resume;
- The names and contact details of three professional referees, ideally one should be from your supervisor and from your most recent employer;
- All application enquiries, please contact General Manager, Prevention and Development on 5430 3000.

Safety Screening and Mandatory Criteria

- All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process;
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check;
- A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment;
- All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process;
- Employee's must hold a valid driver's licence.

APPLICATIONS

CLOSING DATE:

Tuesday 28 May 2019 at 5 pm

Email to:

vacancies@cnv.org.au

Or mail to:

General Manager, Prevention & Development
Centre for Non-Violence Inc
P.O. 958, Bendigo 3552

Mark envelope:

Private and Confidential
Centre for Non-Violence Inc

RELEVANT INFORMATION

BENEFITS OF WORKING WITH CNV

- Attractive salary packaging, can earn up to \$15,860 tax free
- Above award wages and generous EBA conditions
- Excellent work/life balance
- Supportive and friendly organisational culture
- On-going training and development opportunities

ROLES AND RESPONSIBILITIES

All employees are responsible for ensuring that they comply with all CNV's policies and procedures. All employees are responsible for the efficient and effective use of resources.

All employees are expected to work as part of a committed team that meets clients' expectations by providing a responsive and high quality service delivery, in a respectful and dignified manner. This includes being part of the delivery of programs and services to standards of improvement required for our accreditation process.

PRE-EMPLOYMENT CHECKS

CNV has a duty of care to its clients to create and maintain a safe, health working environment; therefore any persons employed by CNV will be required to undergo satisfactory pre-employment checks, including 3 professional referees, a pre-existing Health declaration, a criminal records check and proof of identify and qualifications. Only criminal history that is relevant to the inherent requirements of the position is taken into consideration.

PRE-EXISTING MEDICAL CONDITION CHECK

Under Victorian WorkCover legislation, it is the applicant's duty to advise CNV of any pre-existing medical condition/s, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.

CODE OF ETHICS

The code of ethics provides the parameters for acceptable and unacceptable behaviour while at work or while on work related business off site. All employees of CNV are to act in the best interest of CNV as a whole with honesty, in good faith and with due care and diligence. All employees must comply with CNV's Code of Ethics and agree to work according to our values of; Respect, Co-Operation, Social Justice, Empowerment, Transparent and Inclusive Practices Decision Making.

CNV has a zero tolerance of child abuse and our Code of Ethics enforces appropriate behaviour and expectations with children. A Child Safety Officer has been appointed and can answer questions or concerns in relation to child safety.

PROBATION PERIOD

The position is subject to a 6-month probation period during which time you will receive advice and guidance to help you become familiar with and competent in performing the requirements of the position. During this period, either party can terminate employment with one week's notice. A probationary review before 6 months will be undertaken.

OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

CNV is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others;
- Participate in Occupational Health and Safety training;
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement and contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.

Any OH&S matters must be reported to either the OH&S Rep, General Manager, Operations or the relevant Manager.

RISK MANAGEMENT

Employees are required to follow all policies and procedures in relation to risk management.

Employees are expected to:

- Participate in risk assessments.
- Demonstrate an understanding of, and a commitment to, CNV's Risk Management Framework
- Report all hazards and incidents of which they become aware.

USE OF CONFIDENTIAL INFORMATION

Employees shall not use confidential information to gain advantage for themselves or for any person or body, nor shall they use this information improperly to cause harm to any person, body or CNV.

Both during and after employment with CNV, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

PRIVACY

CNV is governed by the Information Privacy Act 2000 and the Australian Privacy Principles (APPS) and is committed to protecting the information it collects, monitoring its use and maintaining its integrity. Therefore, any information collected will be solely for the primary purpose intended and will be destroyed when no longer required.

NON-SMOKING POLICY

CNV has a no-smoking policy which prohibits smoking in all CNV's buildings and vehicles.

EQUAL OPPORTUNITY

CNV offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

DIVERSITY

CNV is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people living with disabilities and culturally and linguistically diverse backgrounds.