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| <b>Position title</b>                      | Principal Strategic Advisor (Family Violence)  |               |          |
| <b>Position holder</b>                     | Vacant   |               |          |
| <b>Program</b>                             | Family Violence Services   |               |          |
| <b>Funded by</b>                           | Department Families, Fairness and Housing  |               |          |
| <b>Based at location</b>                   | Stawell or Horsham   |               |          |
| <b>Responsible to</b>                      | <ul style="list-style-type: none"> <li>• Program Leader Family Violence Services</li> <li>• Manager Family Violence Services and Healthy Communities</li> <li>• General Manager People and Community Support</li> <li>• Chief Executive Officer</li> </ul> |               |          |
| <b>Direct reports</b>                      | <ul style="list-style-type: none"> <li>• NIL</li> </ul>  |               |          |
| <b>Award</b>                               | Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017  |               |          |
| <b>Classification</b>                      | SACS Level 5 Pay Point 1   |               |          |
| <b>Hourly rate</b>                         | \$44.92  | <b>Annual</b> | \$44,380 |
| <b>Status</b>                              | Part-Time  |               |          |
| <b>Hours per week</b>                      | 19   |               |          |
| <b>PD last updated and approved by CEO</b> | July 2022  |               |          |

### Position summary

The Principal Strategic Advisor will work to drive the local implementation of key family violence reforms, build partnerships and collaborate across sectors, build workers' capability and provide insight into operations, issues, functions and opportunities in the Wimmera.

The Wimmera and South West Family Violence Partnership (WSWFVP) has been established to provide sector governance and leadership, capacity building, strategic integration, planning and advocacy across the ten Local Government Areas that make up the DFFH Wimmera South-West area.

The Wimmera LGAs covered by the WSWFVP include the Shires of Northern Grampians, West Wimmera, Hindmarsh, Yarriambiack and The Rural City of Horsham. The South West LGAs covered by the WSWFVP include the Shires of Glenelg, Southern Grampians, Moyne, Corangamite. and The City of Warrnambool

The regional auspice agencies for dedicated Partnership roles (Principal Strategic Advisors, PSA) are Grampians Community Health (GCH) in the Wimmera Sub-Area; and Emma House Domestic Violence Service Inc. (EHDVSI) in the South West Sub-Area.

### Key responsibilities

1. Drive the local implementation of key family violence reforms.
2. Support overall strategic coherence in the work of the WSWFV Governance Partnership Committee, Operations Committee and Local Area Planning Groups.
3. Support the sound governance and operations of the WSWFVP.
4. Provide informed, considered and evidenced advice on service integration and policy to the committee, government and other professionals.
5. Oversee the coordination, contract management, monitoring and reporting of the delivery of any WSWFVP initiatives.

6. Work collaboratively with and in support of the Independent Chair of the WSWFVP and the South-West PSA.
  7. Act as an information conduit between the sector, local areas, peak bodies, government and other regional governance structures.
  8. Maintain an up to date knowledge of the family violence legislative and policy environment and alert the WSWFVP of opportunities to advance their strategic agenda.
  9. Provide overall logistical and secretariat support for meetings as required.
  10. Collect, analyse and report on data for the purpose of service improvement and planning.
  11. Maintain strong connections and work collaboratively with key regional networks and groups including Aboriginal family violence, homelessness and specialist family violence services.
  12. Represent the WSWFVP in relevant regional and state-wide forums.
  13. As directed, attend and participate in appropriate networks, meetings, forums, conferences etc, as they relate to and support the work of the WSWFVP.
  14. Provide supervision and support to students as required.
  15. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
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### Key selection criteria

#### Qualifications

- Appropriate tertiary degree level qualifications in Social Work, Social or Behavioural Science, Psychology or other relevant discipline

#### **Mandatory:**

- Well-developed and demonstrated understanding of the causes and complexities of family violence
- Extensive knowledge of the family violence service system and relevant government policy.

#### **Desirable**

- Demonstrated experience in project management.
- Experience in working at a strategic level with a broad range of key stakeholders and across different service sectors.

#### **Demonstrated skills, experience and/or understanding of:**

- Well-developed strategic leadership, collaborative partnership and stakeholder engagement skills.
- Demonstrated ability to write high quality documents for a variety of audiences and to make confident verbal presentations.
- High level strategic and critical thinking, including the capacity to collaborate both at the local and state-wide levels to meaningfully influence improvements to local systems and the direction of State-wide reforms.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

## Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Working with Children Check

## Personal attributes

- Ethical and inclusive
  - Self-disciplined
  - Collaborative and supportive
  - Flexible and resilient
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## Conditions of employment

This position is ongoing and is subject to:

- Successful completion of a six-month probationary period
- Full COVID-19 vaccination status from MyGov or Medicare including booster or
- Certified evidence of medical exemption for COVID-19 vaccination

And requires the following checks:

- Satisfactory police check
- Current Working with Children check

**Note:** Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

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## Employee acceptance of position:

Employee signature

Vacant

Date

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