

**Central Highlands Integrated Family Violence Committee
Principal Strategic Advisor
Position Description**



POSITION DETAILS	
POSITION TITLE	Central Highlands Integrated Family Violence Committee (CHIFVC) Principal Strategic Advisor
HOURS AND TERM OF EMPLOYMENT	0.8 EFT Permanent
AWARD, AGREEMENT & CONDITIONS	Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Women's Health Grampians Inc Enterprise Bargaining Agreement 2011 ("the Agreement"). Further conditions as per WHG Employment Policies
CLASSIFICATION	SCHADS Level 7
LOCATION & TRAVEL	Ballarat, with coverage of the Central Highlands & Grampians Pyrenees parts of the Grampians region (Ballarat, Golden Plains, Hepburn, Ararat, Northern Grampians, Pyrenees and Moorabool Council areas). A vehicle is available for work-related travel.
PERFORMANCE REVIEW	Annual Performance Appraisal and Development as per WHG policy. A satisfactory Criminal Record check is required.
RESPONSIBLE TO	WHG CEO and the CHIFVC Senior Executive Team

CONTEXT OF THE POSITION

The CHIFVC is one of a network of statewide committees, whose role is to identify and prioritise local and regional issues within the statewide reform network, focusing on and leading regional work to achieve its priorities and drive greater integration of family violence services. In the current context in Victoria, the role of the Principal Strategic Advisor (PSA) has become critical in the implementation of the reforms arising from the Royal Commission into Family Violence (RCFV).

CHIFVC uses a Collective Impact approach to provide specialist expertise and leadership of the family violence system across the Central Highlands region. Its objectives are to:

- identify priority issues and opportunities and respond through a strategic and Collective Impact framework
- drive practice change and innovation
- influence a positive change in community attitudes towards family violence, including an understanding of the gendered nature of family violence.

Women’s Health Grampians (WHG) provides women’s health and wellbeing leadership, advice and support to policy makers and service providers. Its focus is at the population level, working

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to achieve healthy public policy and improved service provision. This is done through consultation, education, resource and service development. Priority areas of action arise from the collection and assessment of emerging needs and include the prevention of violence against women, gendered advocacy and sexual and reproductive health.

WHG website: www.whg.org.au CHIFVC website: www.chifvc.org.au

AUSPICE ARRANGEMENTS

The Department of Health & Human Services and Family Safety Victoria provide funding to the CHIFVC to undertake a range of activities including the engagement of the PSA position.

The funds are held and managed by WHG under an auspice arrangement with DHHS.

ACCOUNTABILITY

Accountabilities of WHG and the CHIFVC as they relate to this position are as follows:

- the CHIFVC Executive provides overall direction for the role and appropriate supervision for the successful fulfilment of the key responsibilities and activities
- WHG provides human resource management and support to the role including provision of ample workspace, IT infrastructure, stationary and equipment as required
- CHIFVC and WHG are committed to clear processes of communication in regards to joint management of the position

POSITION OBJECTIVES

A critical factor of success in the Collective Impact approach is having the support of a robust backbone structure that includes the PSA to sustain the collective effort. Key aspects of this role will therefore be to:

- support the CHIFVC to lead the implementation of family violence policy and reform in the region;
- facilitate implementation and integration of Ending Family Violence, Victoria's plan for change, Building from Strength: 10 year Industry Plan for Family Violence Prevention and Response and other associated plans;
- support transparent regional co-design processes and ensure the lived experiences of victims/survivors inform decision making and continuous improvement in service system design and response;
- ensure clear communication and knowledge sharing across the family violence service system from response to prevention and with universal systems in the region;
- maintain a deep understanding and knowledge of the broader policy environment and reform agenda and use this to influence and inform CHIFVC activity.

SUMMARY OF RESPONSIBILITIES

- provide strategic guidance and support to the CHIFVC Executive and Committee;
- provide strategic support in the translation and implementation of the CHIFVC Strategic Plan into the activities of the CHIFVC Working Groups including project development, delivery and evaluation activities;
- provide leadership and strategic advice to other stakeholders including regional service providers, policy makers and researchers in the identification, development, co-

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ordination and promotion of activities that prevent violence against women and increase their safety;

- provide leadership in external environmental scanning to inform the CHIFVC Strategic Directions and identification of priority issues, particularly as it relates to the current Victorian policy reform agenda.

KEY RESPONSIBILITIES

○ **Strategic leadership**

- support the co-ordination of the CHIFVC Strategic Plan development and review activities;
- support the active involvement of CHIFVC members in the Committee's activities including within its Working Groups;
- support the active involvement of CHIFVC members in agreed networks and relationships across the region, with other PSA positions across the state and with relevant peak bodies;
- actively identify funding opportunities that advance the CHIFVC Strategic Plan and support the Committee's activities;
- support CHIFVC members in meaningful engagement in the co-design process and other opportunities arising from the Report of the Royal Commission into Family Violence.

○ **Relationships and partnership development**

- develop and strengthen networks and relationships across the CHIFVC community of interest;
- coordinate with other relevant initiatives in the community, as appropriate and align strategies and actions;
- represent the CHIFVC in key strategic relationships across the region, which contribute to the progress of the CHIFVC Strategic Plan;
- maintain an understanding of the intersection between the CHIFVC Strategic Plan and activities and their relationship to the policy environment;
- establish positive working relationships with all member organisations as well as representatives from government and other key stakeholder;
- as directed; attend and participate in appropriate networks, meetings, forums, conferences etc., as they relate to and support the work of the Committee.

○ **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 within a Collective Impact framework;
- represent the CHIFVC in research and other activities that are based on evidence, or are innovative and will build the evidence base;
- ensure relevant CHIFVC activity supports knowledge building and evidence based practice for the purpose of capacity building and advocacy;
- identify service system gaps and limitations and support the work to resolve these.

○ **Communication and Reporting**

- support the development of the CHIFVC Communication Strategy;

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- ensure all CHIFVC communication including the newsletter, website and media releases utilise the best available information and are evaluated routinely to ensure relevance and quality;
 - provide leadership on the development of the CHIFVC reporting activities to the funding bodies.
- **Governance and Management**
- develop and maintain a work plan and use this to provide regular updates on PSA activity to the Executive and broader Committee;
 - support the smooth preparation and running of Committee and working group meetings and activities;
 - develop and expend budget within the extent of authority;
 - provide supervision and support to any administrative or project support positions that are funded under the CHIFVC.

ORGANISATIONAL RELATIONSHIPS

- work in close collaboration with the CHIFVC Executive;
- contribute to the culture of decision-making processes incorporating co-operation, collaboration and shared accountability with CHIFVC members;
- work with relevant federal, state and local government departments, other service providers, funding bodies, national, state and regional research, service delivery and policy bodies, media and community organisations as required.

QUALIFICATIONS AND EXPERIENCE

- a tertiary qualification in Social Work, Public Policy, Community Development or related discipline is essential;
- demonstrated experience in strategic planning and project management, preferably in the not-for-profit and/or government sector/s;
- experience in working at a strategic level with collaborative networks.

KEY SELECTION CRITERIA

- Well-developed understanding of the current political context and service systems relating to family violence in Victoria and the ability to translate this knowledge to a broad audience.
- Experience and knowledge of working within a partnership governance framework, including relationship building, reporting and communicating with all stakeholders and government.
- An understanding of Collective Impact approach, partnership development and relevant evaluation methods.
- Strong skills in research, writing, data presentation and policy development.

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- Proven ability to communicate complex theoretical frameworks into evidence-based practice.
- Proven ability to develop and maintain positive, long-term relationships with key stakeholders.
- Significant experience in the provision of high quality advocacy or policy advice to Government.
- Demonstrated experience in managing a small team.
- Strong skills in managing competing demands and prioritising work with the ability to progress and achieve activities and tasks within an agreed work plan.
- Advanced computer and data collection IT skills.

FURTHER INFORMATION

For further information: contact WHG CEO, Marianne Hendron on 5322 4100 or email: marianne@whg.org.au

APPLICATION

To apply:

Forward your CV, cover letter and completed selection criteria to admin@whg.org.au

Applications close 15 April 2019

Note: Interviews for the position will take place on Wednesday 24 April 2019 in Ballarat

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USEFUL LINKS AND FURTHER INFORMATION

National Action Plan

The *National Plan to Reduce Violence against Women and their Children 2010-2022* (the *National Plan*) brings together the efforts of governments across the nation to make a real and sustained reduction in the levels of violence against women.

<https://www.dss.gov.au/our-responsibilities/women/programs-services/reducing-violence/the-national-plan-to-reduce-violence-against-women-and-their-children-2010-2022>

Royal Commission into Family Violence – Victoria

The Report of the Royal Commission into Family Violence was tabled in March 2016. Its 227 recommendations are directed at improving the foundations of the current system, seizing opportunities to transform the way that we respond to family violence, and building the structures that will guide and oversee a long-term reform program that deals with all aspects of family violence.

<http://www.rcfv.com.au/>

Family Safety Victoria

www.vic.gov.au/familyviolence/family-safety-victoria.html