

POSITION DESCRIPTION

Position Title:	Workforce Development Officer	Date:	19/01/2018
Business Unit:	Workforce Development	Prepared by:	Michelle Perry
Reports to:	Workforce Development Manager	Approved by incumbent:	
Direct Reports:	nil	Approved by Chief Executive:	J. Watt
Location:	Melbourne	Status: Final	Full-time fixed-term contract (12 months)

Our Vision: Working together to end men's family violence.

Our Mission: No to Violence provides leadership and participates in policy, practice and resource development, service delivery and advocacy to respond to and prevent male family violence by addressing men's use of violence, power and privilege.

Our Values: Accountability, Gender Equity, Leadership, Change and Respect.

Our Beliefs: No to Violence conducts its work on the following beliefs:

- We are a pro-feminist organisation that acknowledges the gendered nature of family violence;
- The safety of women and children is central to what we do, and their voices must be heard;
- Men's use of violence is a choice and men must take responsibility for their behaviour;
- The definition of "family" includes same-sex, and mixed families; and,
- We are committed to demonstrating diversity in our organisation.

Position Objective

No to Violence plays a key role in training the specialist men's family violence workforce. The role of the Workforce Development Officer is to contribute to the development and delivery of high quality training programs throughout Australia, for those working in response to men who perpetrate family violence.

Key Responsibility Areas

A break-down of the duties of the role is as follows:

- Support the development and delivery of content for the revised Graduate Certificate in Male Family Violence;
- Contribute to the development of content for No to Violence short courses;
- Co-facilitate the delivery of training for a number of No to Violence short courses including:
 - Working safely with men who use family violence
 - Working safely with fathers who use family violence
 - Non-collusive engagement
- Work with the Workforce Development Manager and other external training providers to bring about a level of continuous improvement and an increased excellence of service in training delivery to all stakeholders, and look at ways to improve and enhance the training delivery model/ methodology to clients;
- Work with the Workforce Development Manager to develop appropriate quality assurance systems and processes that are in line with best clinical practices and implement quality improvement strategies as appropriate. Assist as appropriate with any quality assurance reviews and audits;
- Assist as appropriate with the promotion of any special No to Violence professional development events as well as assist with any other stakeholder forums and meetings;
- Remain up-to-date in your knowledge of the family violence sector, in particular relevant services, support agencies, etc, and remain abreast of any new policy or practice changes and activities to ensure you remain relevant with your information (e.g. enhancing your knowledge and understanding the Royal Commission findings; knowing all the various agencies in the sector etc.).

Significant Working Relationships

Internal:

- All No to Violence staff

External:

- Training participants, including practitioners and students
- Sector agencies, including Men's Behaviour Change Program providers
- External training providers
- Tertiary Education Providers

Travel

- The role will involve some travel, often overnight, throughout Victoria and interstate

Key Selection Criteria

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Experience in working with men who use family violence, especially in the context of Men's Behaviour Change Programs • Proven experience in delivering training in the family violence sector • Experience in developing content for training • Can plan towards and meet deadlines and performance targets • Can use computerised information systems • Well-developed written and verbal communication skills • Excellent positive interpersonal and relationship management skills • Excellent planning and organisational skills • Demonstrated skills in adhering to and implementing systems, policies and procedures 	<ul style="list-style-type: none"> • An understanding of culturally appropriate service responses for culturally and linguistically diverse communities and Indigenous clients, and for diverse client groups including same-sex attracted men and men with disabilities • Project management skills
Knowledge	<ul style="list-style-type: none"> • Bachelor of Social Work or equivalent • Certificate IV in Training and Assessment or higher qualification in vocational education and training. • Specialist knowledge and skills and prior experience providing male family violence services, including intake and/or assessment • Sound knowledge of the family domestic violence sector • A demonstrable understanding of the social and gendered context of family violence and the impact of violence on women and children • Demonstrated personal commitment to the practice and principles of non-violence, justice and gender equity issues • Demonstrated engagement with and understanding of issues relevant to engaging men who use family violence 	<ul style="list-style-type: none"> • Graduate Certificate in Social Science – Male Family Violence • Experience in risk management and quality assurance processes • Knowledge of government departments and other players within the family violence sector • Proven knowledge of legal and operational context of NGOs

Attributes	<ul style="list-style-type: none"> • Able to meet tight deadlines and shifting priorities • Self-starter, strongly motivated and accountable and very well organised • Customer-focused and responsive • Attention to detail • Self-directed to achieve individual, team and organisational goals • Proven track record of being able to liaise effectively with people at all levels within an organisation as well as external to the organisation • Integrity, honesty, respect, accountability and confidentiality • Able to work under minimal supervision and as part of a small team • Good interpersonal and relationship management skills • Team orientated • Proven track record in driving outcomes 	
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