

Position Description

TITLE OF POSITION:	Policy Officer	
POSITION TYPE & TENURE:	Full-Time	Fixed-Term to 30 August 2019
TEAM:	Policy & Research Team	
REPORTS TO:	Acting Policy Manager	
LOCATION:	Melbourne	
DATE APPROVED	April 2019	

ABOUT NO TO VIOLENCE
<p>No to Violence works to bring about the changes our community needs to eliminate men's use of family violence. For 25 years, we have been working directly with men who use family violence to support them to change. Our expertise in their behaviour, attitudes and choices has enabled us to develop standards, programs and training, lead policy development, and fulfil our role as the largest peak body for organisations and individuals working with men to end family violence in Australia. We provide telephone counselling, information and referrals every day for men in Victoria, New South Wales and Tasmania. As a pro-feminist organisation, at the centre of our work is the safety of women and children, as by ending men's violence families can have happier, safer and more fulfilled lives.</p>

PURPOSE OF THE POSITION
<p>The Policy Officer is responsible for contributing to the process of informing NTV's position on policy matters relating to preventing men's use of family violence and for developing policies which accord with NTV's position and strategic objectives</p> <p>Working as a collaborative member of the Policy and Research Team, the Policy Officer will engage with NTV members, and other stakeholders, and provide expert advice and guidance on policy matters relating to preventing men's use of family violence. This role is also required to represent NTV on advisory groups/forums and to contribute to related sector activities operating in accordance with NTV's advocacy strategies.</p>

KEY RESULT AREAS	
KEY AREA:	KEY ACCOUNTABILITIES
<i>Policy Development and Advocacy</i>	<ul style="list-style-type: none"> ▪ Contribute to identifying NTV's policy requirements in consultation with members and other stakeholders. ▪ Play a leading role in contributing to policy submissions and written responses to government departments on a range of policy, law reform and practice issues. ▪ Contribute to the development of NTV's position on policy matters relating to preventing men's family violence through the effective use of data, research and evidence-based practice. ▪ Remain abreast of key and emerging issues and evidence-based practice, both in the Victorian and national contexts, in relation to family violence policy and practice.

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KEY RESULT AREAS	
KEY AREA:	KEY ACCOUNTABILITIES
	<ul style="list-style-type: none"> ▪ Enable informed and effective NTV member and stakeholder contributions to family violence related policy matters through active participation in stakeholder engagement/consultation activities ▪ Prepare briefings and reports for the NTV Management Team on policy development and research activities.
<i>Advocacy, Networking and Stakeholder Engagement</i>	<ul style="list-style-type: none"> ▪ Consult with NTV members and stakeholders on a regular basis to help inform the policy direction and development process, and NTV's approach to advocating its policy position. ▪ In collaboration with team members develop, refine and communicate NTV's family violence related policy activities. ▪ Represent NTV and its members on relevant working groups and advisory forums, providing expert advice and guidance on policy matters relating to preventing men's use of family violence in accordance with NTV's policy position and advocacy strategies. ▪ Contribute to enhancing NTV's mission, reputation and cross-sector relationships with a range of stakeholder groups. ▪ Develop and maintain constructive working relationships with sector-based partner agencies and relevant government departments to enable a multi-disciplinary and cross-sector approach to policy development and advocacy activities. ▪ Respond to membership and member enquiries, ensuring that they receive timely and informative information and support.
<i>Projects and Research</i>	<ul style="list-style-type: none"> ▪ Contribute to the design and development of project proposals that relate to preventing men's use of family violence.

KEY SELECTION CRITERIA
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> ▪ Tertiary qualification in Social Work, Psychology, Social, Public or Health policy, or other relevant discipline. ▪ Professionally and academically informed knowledge of the contemporary arrangements which govern the reform agenda in relation to preventing family violence, including the impact of the Royal Commission into Family Violence. ▪ Professionally informed understanding of the dynamics and impacts of family violence within the community, including intervention and/or prevention initiatives, ideally within the Australian context. ▪ Ability to critically evaluate evidence-based information and research findings relating to family violence and to incorporate this in the development of policies and briefing papers. ▪ Well-developed networking and stakeholder engagement skills underpinned by a proven ability to develop clear and considered advocacy strategies.

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- Excellent oral communication and interpersonal skills, including the ability to present to and facilitate group sessions.
- Proven abilities in writing high quality reports/other documents on family violence or related social policy matters.
- Demonstrated capacity to deliver quality work deliverables within defined timelines and to work both independently and as part of a small team of policy and policy research professionals

DESIRABLE:

- Experience in educational, counselling, or professional advisory or case management work within the field of men's family violence.
- Practice-based knowledge in relation to family violence and perpetrator engagement.

OTHER REQUIREMENTS

- Legal entitlement to work in Australia
- Employment with NTV is conditional upon receipt of satisfactory references and a national Police records check. Some roles also require a Working with Children Check.

Signature of Job Holder _____ Date signed _____