

Position Description

Family Violence Information Sharing Advisor

Organisational context

Domestic Violence Victoria (DV Vic) is the peak body for specialist family violence services for women and children in Victoria. We are an independent, non-government organisation.

Our vision is for a world where women and children can live fulfilled lives, free from fear and violence.

To achieve this, we:

- advocate and provide advice to government with and on behalf of our members
- lead innovation and influence policy, legislation and community attitudes
- work with our members to strengthen specialist family violence practice and build the capacity of human services
- work respectfully and collaboratively with all our partners.

Our work is informed by the experiences of women and children affected by family violence.

DV Vic is committed to the core values of equality, integrity and respect. Our values are reflected in the way we work and engage with others including our members, colleagues, and government.

Read our [Strategic Plan 2016-2020](#) for more information about what we do and where we're headed.

Role Context

In 2016, the Royal Commission into Family Violence identified significant barriers that prevented information from being shared effectively compromising the safety of victims/survivors of family violence.

In response to the Commission's findings, the Family Violence Information Sharing Scheme (the Scheme) has been created by the new Part 5A of the Family Violence Protection Act 2008.

The Scheme came into effect from 26 February 2018. The Scheme broadens the authorised information sharing environment for two main aims: to ensure the safety and protection of those experiencing family violence, and to hold perpetrators to account.

The initial tranche of practitioners who are prescribed Information Sharing Entities (ISEs) can now request and share information relevant to assessing and managing family violence risk, in accordance with the Scheme.

Amongst this initial tranche of ISEs are specialist family violence services for women and children, which comprise the majority of DV Vic’s membership.

Organisational Values

Respect, Equality, Integrity.

Position specifications

Role title:	Family Violence Information Sharing Advisor		
Located:	Melbourne CBD	Classification Level / Award:	DV Vic level 6.1
Employment Period:	2 years (inclusive of 3 month probation)	Remuneration:	\$80,936 per annum; \$40.96 per hour Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	The position will report to the Practice Development Manager		
Hours and basis of employment:	Full-time (38 hours per week), part time negotiable DV Vic standard working hours are 7.00am to 7.00pm, Monday to Friday.		

Position Statement

The role of the Family Violence Information Sharing Advisor is to coordinate the implementation of the Information Sharing Scheme for DV Vic Members and the specialist family violence sector in Victoria. The Advisor will be a crucial resource for the sector and will be responsible for:

- project establishment
- key stakeholder engagement, liaison and management

- providing specialist and tailored advice
- resource development
- delivering capacity building activities including training and facilitated forums.

Position Responsibilities

Project Establishment

- Develop and implement a sound project plan including key project timelines, milestones, deliverables and evaluation.
- Work with the DV Vic team to develop a communication and engagement strategy with DV Vic members and the broader specialist family violence sector to ensure effective communication of the implementation of the Scheme and the engagement opportunities and timelines.
- Liaise with Family Safety Victoria and the relevant peak bodies to develop a unified approach to supporting the implementation of the Scheme.
- Establish a Sector Champion Program and support each specialist family violence service and the Regional Integration Coordinator (RICs) to appoint a 'Champion' to support the implementation of the Information Sharing Scheme.

Key Stakeholder Engagement and Management

- Build collaborative relationships with key stakeholders including relevant peak bodies (particularly No to Violence), member services, Family Violence Regional Integration Coordinators and Family Safety Victoria.
- Establish regular opportunities for, and contribute to, information exchange and networking for relevant stakeholders.
- Convene a regular working group for the Sector Champion Program.

Capacity building

- Establish and maintain a Community of Practice for organisations' Information Sharing Scheme Champions that will encompass a moderated online forum and regular in-person workshops to enable peer support, information exchange, and professional development.
- Provide a real-time advice service with a dedicated email address that is focused on assisting practitioners to interpret and analyse the Family Violence Information Sharing Scheme Guidelines, their intersection with other relevant policy and legislation related to information sharing and resolve technical issues in respect of practice.
- Collect information and data about how the Scheme is affecting victims/survivors and advocate to Family Safety Victoria and other relevant government forums.

- Collate issues raised and responses provided (FAQs) and distribute to services each fortnight via their Champions.
- Facilitate cross-sectoral development and implementation of best practice protocols for seeking information from other sectors that holds the perpetrator in view, including convening cross sector working groups
- Convene and facilitate practitioner workshops to explore:
 1. Seeking informed consent
 2. Recording client information and case notes
 3. Responding to subpoenas and legal challenges
 4. Ongoing and future support needs regarding the Information Sharing Scheme.
- In consultation with the sector (via the workshops) develop and distribute guidance on 1, 2 and 3.

Resource Development

- Develop detailed technical advice that guides specialist family violence services through making or responding to a request for information, including the requirements as specified in the Guidelines.
- Develop and deliver to services tools and templates, including policies and procedures to operationalise the Scheme which can be tailored to the needs of specialist family violence services.
- Develop practice guidance, case studies and fact sheets, and distribute to Champions to assist them with capacity building activities in their workplaces.

Ensuring sustainability and alignment with the Code of Practice for Family Violence Services for Women and Children

Work with the Project Officer (Review of the Code of Practice for Specialist Family Violence Services) to ensure that consultation, review and development activities are aligned with the work to implement the Family Violence Information Sharing Scheme.

Leadership

- Develop a governance structure to liaise with other peak bodies and to report common issues back to Family Safety Victoria.
- Play a leadership role in promoting the Scheme both within the Specialist Family Violence service sector and across other sectors when possible.
- Participate, advocate and represent in DV Vic on relevant government and sector working groups, advisory committees and forums.

Key Selection Criteria

Essential

- A relevant tertiary degree or equivalent experience.
- Understanding of the international evidence on the drivers of family violence and the nature, dynamics and impact of family violence.
- Substantial experience and expertise in delivering specialist family violence services to women and their children.
- Project management skills including the ability to source, analyse and present complex information.
- Experience in leadership and the ability to motivate and inspire others.
- Capability to work with others to facilitate problem solving and troubleshooting in the kind of complex environment that a new program poses.
- Ability to operate at an agency and state-wide level.
- Experience working in a multi-disciplinary context.
- Ability to analyse and understand structural supports and barriers to change and to work effectively at an organisational and government level to improve practice and promote collaboration.
- Ability to lead, influence and support others in working to achieve change.

Desirable

- An understanding of the work of a community sector peak body.
- Experience in managing specialist family violence services and staff.
- In-depth knowledge of the Victorian family violence system and other relevant health and human services in Victoria.

Application Process

Interested persons should send a current resumé with a covering letter addressing the key selection criteria to:

Fiona McCormack, Chief Executive Officer
admin@dvvic.org.au

Applications close: COB Monday 21 May 2018

Contact for further information: Contact Catherine Plunkett Ph: 9921 0828 or
catherineplunkett@dvvic.org.au

DV Vic values diversity and encourages women from diverse backgrounds to apply.

Applications that do not address the selection criteria will not be considered.

Applicants must have the right to live and work in Australia to be considered for this job.