

## Position Description

### Policy Advisor

The logo for Domestic Violence Victoria, featuring the words "DOMESTIC VIOLENCE" in red and "VICTORIA" in white, stacked vertically on a dark blue square background.

#### 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

Since our establishment in 2002, DV Vic has been a leader in driving innovative policy to strengthen sectoral and system responses to family violence as well as building workforce capacity and representing the family violence sector at all levels of government. DV Vic plays a central role in the integrated family violence system and its governance structures. DV Vic provides policy advice and advocacy to the Victorian Government about family violence prevention and response with particular focus on the implementation of recommendations emerging from the Royal Commission into Family Violence.

DV Vic co-chairs the Statewide Family Violence Steering Committee and represents the Victorian family violence sector on numerous other government and non-government advisory groups. Our policy team engages with a broad range of issues that intersect with family violence and has extensive opportunities to participate in emerging policy, law reform and practice.

## Organisational Values

Respect, Equality, Integrity.

## Position specifications

<b>Role title:</b>	Policy Advisor		
<b>Located:</b>	Melbourne CBD	<b>Classification Level / Award:</b>	DV Vic level 6
<b>Employment Period:</b>	12-month contract (inclusive of three month probation)	<b>Remuneration:</b>	\$41.94 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
<b>Reporting structure:</b>	The Policy Advisor will report to the Policy Manager		
<b>Hours and basis of employment:</b>	1.0 FTE (38 hours per week) To work within office hours of 7.00am to 7.00pm, Monday to Friday DV Vic is committed to flexible working arrangements. The FTE and span of hours for the position can be negotiated.		

## Position Statement

The Policy Advisor will be member of DV Vic's policy team. They will contribute to policy development, research, analysis and evaluation, submission writing, consultation and sector collaboration to inform public policy on family violence. As part of their role they will lead policy development in particular policy areas (in collaboration with the policy team), and will keep abreast of key issues and emerging and established evidence. The Policy Advisor will represent DV Vic and its members on reference and/or advisory groups and provide expert advice in line with DV Vic strategic priorities.

## Position Responsibilities

### 1. Research and Policy Development

- Contribute to the determination of DV Vic policy priorities and lead policy development in consultation with members and other stakeholders in line with DV Vic strategic directions.
- Prepare concise, accurate and timely policy responses (in various written formats) on a wide range of issues related to family violence and the prevention of violence against women.
- Conduct data analysis and review evidence to inform DV Vic policy positions.
- Maintain awareness of emerging issues and research related to family violence policy and practice.
- Lead policy development for particular processes, in collaboration with the policy team.
- Resource members, stakeholders and the public to contribute to policy development through consultation and other mechanisms.
- Prepare briefings for DV Vic management on relevant and evolving policy development work.

### 2. Advocacy, Networking, Liaison and Consultation

- Consult with members and other stakeholders to develop policy or advocacy positions.
- Work collaboratively with members and other stakeholders to develop and refine policy and undertake projects.
- Where possible, consult with women with lived experience of family violence for the development of DV Vic policy positions.
- Develop advocacy strategies as part of the policy team.
- Represent DV Vic and our members on advisory groups and/or at meetings appropriate to DV Vic's strategic directions.
- Collaborate with key partners in joint policy development and advocacy.

### 3. Project support

- Contribute to the design and development of project proposals in line with DV Vic strategic directions.
- Seek funding opportunities and coordinate funding applications where necessary.
- Provide advice and support for specific DV Vic projects as required.

## Key Selection Criteria

### Essential

- Tertiary qualifications in a relevant discipline (e.g. public policy, community development), or equivalent experience in the public or community sector.
- A comprehensive understanding of the determinants, dynamics and impact of family violence and violence against women and their children more broadly.
- Well-developed analytical skills and problem solving skills including the ability to assess and critically evaluate information and research and prepare policy briefs and background analyses based on consultations, published data and research.
- Demonstrated experience in writing high quality communications for a variety of audiences.
- Excellent verbal and interpersonal communication skills, including presentation and group facilitation skills.
- Ability to manage own workload and competing demands in a busy, small team environment.
- Ability to work independently and flexibly, as well as cooperatively as part of a team.
- A commitment to the values of respect, equality and integrity and an interest in building a world where women and children can live fulfilled lives, free from violence and fear.

### Desirable

- Experience working in the family violence field and an understanding of family violence practice.
- Experience in a peak body setting.
- Knowledge of Victorian and federal policy and law informing responses to family violence, in particular the reforms emerging from the Victorian Royal Commission into Family Violence.
- Knowledge of political and legislative processes.

## Application Process

Applicants should send a current resumé and covering letter addressing the key selection criteria to:

Fiona McCormack, CEO, [recruitment@dvvic.org.au](mailto:recruitment@dvvic.org.au)

Applications close: COB Monday 20 August 2018

Contact for further information: Claire Bauska Ph: 9921 0828 or [clairebauska@dvvic.org.au](mailto:clairebauska@dvvic.org.au)

*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.*

*DV Vic encourages women from diverse backgrounds to apply.*