

## Position Description

### Practice Innovation Advisor (Systems)

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#### 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

The Practice Innovation Advisor (Systems) is one of two roles that have been created to support the specialist family violence service sector to implement three of the most significant reforms to practice that are a result of the recommendations of the Royal Commission into Family Violence in Victoria (2016).

The Family Violence Information Sharing (FVIS) Scheme, which was introduced on 28 February 2018, enables information sharing between authorised and trained organisations and professionals specifically to assess and manage family violence risk to children and adults and to hold perpetrators to account.

The Child Information Sharing (CIS) Scheme, which will start on 3 September 2018 for a first phase of organisations, will allow information sharing between authorised and trained professionals specifically to promote children's wellbeing and safety.

The Multiagency Risk Assessment and Risk Management Framework (MARAM) is being redeveloped in line with recommendation one of the Royal Commission into Family Violence. The MARAM will support authorised and trained organisations and professionals in their roles and responsibilities to specifically assess and manage family violence risk to better protect victims and hold perpetrators to account.

The initial tranche of 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.

Two Practice Innovation Advisor positions are responsible for assisting specialist family violence services for women and children to implement the FVIS and CIS Schemes ('the Schemes') in the context of the MARAM by developing and delivering a range of activities including:

- Targeted awareness raising activities
- Targeted practice guidance on the Schemes and the MARAM, and their application to work with women and with children
- Targeted policies and procedures on the Schemes and the MARAM
- Additional training on the Schemes and the MARAM
- Targeted activities to upskill risk assessment and management champions within organisations
- Other implementation and change management activities

The Practice Innovation Advisor (Systems) will focus on the interface between the specialist service sector and the broader service system, taking a leadership role in the implementation of the MARAM and the Schemes by working closely with other peak bodies, key state-wide service providers and Government to build capacity in the service system and to streamline processes between service sectors.

The Practice Innovation Implementation Advisor (Technical) will assist specialist family violence services for women and children to apply the MARAM and Information Sharing Schemes to their practice by producing practice and policy guidance and resources, facilitating a Community of Practice, and providing targeted coaching and support for change in workplaces.

### Organisational Values

Respect, Equality, Integrity.

### Position specifications

Role title:	Practice Innovation Advisor (Systems)		
Located:	Melbourne CBD	Classification Level / Award:	DV Vic level 6.1

Employment Period:	1 year (inclusive of 3 month probation)	Remuneration:	\$41.94 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 and job share negotiable  DV Vic standard working hours are 7.00am to 7.00pm, Monday to Friday.		

### Position Statement

This is a change management role, which involves supporting specialist family violence services to implement some of the most critical initiatives to come out of an unprecedented era of reform for responses to family violence, and to provide leadership across the broader service sector during the implementation phase. The role of the Advisor (Systems) is to work with peak bodies, Government and the specialist family violence service sector to coordinate the implementation of the Family Violence Information Sharing Scheme and the Child Information Sharing Scheme ('the Schemes') and the Multiagency Risk Assessment and Risk Management Framework (MARAM). The Advisor (Systems) will be a crucial resource and will be responsible for:

- project establishment
- key stakeholder engagement, liaison and management
- awareness raising across the family violence service system of these initiatives and operational requirements to support them
- documenting and analysing systemic issues that arise through implementation and working with stakeholders to address them
- 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 peak bodies representing the broader specialist family violence service system to ensure effective communication of the implementation of the Schemes and MARAM, 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 Schemes and MARAM.
- Establish a Sector Champion Program and support each specialist family violence service and the Regional Integration Coordinator (RICs/PSAs) to appoint a 'Champion' to support the implementation of the Schemes and MARAM.

#### Key Stakeholder Engagement and Management

- Build collaborative relationships with key stakeholders including relevant peak bodies (particularly No to Violence), member services, RICs/PSAs, IFVRAGs 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.

#### Awareness Raising Across the Service System

- Work with key stakeholders to raise awareness of the purpose and practice implications of the Schemes and the MARAM across the family violence service system.
- Document and analyse systemic issues that arise through implementation and work with stakeholders and Family Safety Victoria to address these (e.g. information about how the Schemes are affecting victims/survivors and report to Family Safety Victoria including issues with consent, victims/survivors being contacted multiple times for consent to share their information across a number of agencies, concerns expressed by victims/survivors about information sharing etc).
- 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

#### Capability Building

- Work with the Practice Innovation Advisor (Technical Support) to develop practice guidance and fact sheets to assist specialist family violence services to build capacity in their organisations to operationalise the Information Sharing Schemes and the MARAM and to play a leadership role in the broader family violence service system in their implementation.
- Work with the Practice Innovation Advisor (Technical Support) to develop tools, templates and advice regarding policies and procedures to operationalise the Information Sharing Schemes and MARAM in specialist family violence services for women and children.

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

- Work with the CoP Project Manager (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 Schemes and MARAM.

Leadership

- Develop a governance structure to report to other peak bodies and to report common issues back to Family Safety Victoria.
- Play a leadership role in promoting the Schemes and MARAM both within the Specialist Family Violence service sector and across other sectors when possible.

## Key Selection Criteria

### Essential

- A relevant tertiary degree or equivalent experience.
- Understanding of the evidence on the gendered nature of FV, and the nature, dynamics and impact of FV.
- 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 role and 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  
[recruitment@dvvic.org.au](mailto:recruitment@dvvic.org.au)

**Applications close:** COB 17 September 2018

**Contact for further information:** Contact Catherine Plunkett Ph: 9921 0828 or  
[catherineplunkett@dvvic.org.au](mailto:catherineplunkett@dvvic.org.au)

*DV Vic prides itself on being an employer committed to equal opportunity, diversity and social inclusion. DV Vic's objective is to create a world where women are free from violence and treated equally. We are committed to creating a workplace free from discrimination and harassment. DV Vic strives to create an environment that focuses on flexibility and building the skills, capacity and opportunity for our employees.*

*DV Vic encourages and welcomes applications from Aboriginal and/or Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, people with lived experience of family violence, disability and people who identify as LGBTIQ.*

*We do not discriminate on the grounds of sex, marital status, pregnancy, family or parental status, race, gender, age, sexual orientation, political or religious beliefs, disability or health.*