

## Position Description

### Practice Development Resource Officer

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#### Organisational Context

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

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 adult and child victim survivors impacted 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.

#### Diversity and Inclusion

Domestic Violence Victoria is committed to providing flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender and gender diverse, intersex or queer. We recognise the strength and value in diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

## Role Context

The PDU supports Specialist Family Violence Services (SFVS) in Victoria to consistently provide accessible, high quality services as well as to advocate effectively on behalf of victim-survivors on an individual and structural level. We achieve this by:

- Working with the SFVS sector to set the standards of practice and articulate the rationale for practice in specialist services.
- Promoting consistent, evidence-based and innovative practice and program design in the specialist family violence service sector, including stand-alone services, multi-agency or multi-disciplinary settings or programs, or specialist practitioners working in non-specialist settings.
- Developing, reviewing and supporting the implementation of professional practice and program design in the specialist family violence service sector
- Developing continuous improvement processes and supporting specialist family violence services to utilise these.
- Building the capacity of the specialist family violence service sector to provide advice and expertise and to positively influence non-specialist responses to family violence.

The Practice Development Resource Officer will support this work through developing engaging, fit for purpose, evidence-based tools, resources and other materials to support practitioners and services to implement key practice frameworks

## Organisational Values

Respect, Equality, Integrity.

## Position Specifications

<b>Role title:</b>	Practice Development Resource Officer		
<b>Located:</b>	Flexible (remote working possible, with regular travel to Melbourne CBD)	<b>Classification Level / Award:</b>	DV Vic level 5 As per DV Vic Enterprise Agreement 2017
<b>Employment Period:</b>	6- month contract (inclusive of three-month probation)	<b>Remuneration:</b>	\$41.57 per hour (\$82,132 per annum) Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
<b>Reporting structure:</b>	The Practice Development Resource Officer will report to the Senior Practice Development Advisor		
<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.		

## Position Responsibilities

- Develop collaborative relationships with key stakeholders including within the PDU, the Policy Unit and colleagues at the Domestic Violence Resource Centre Victoria, as well as with DV Vic members.
- Coordinate the development of resources, tools and other materials to support the practice development and capability building of specialist family violence services, including identifying priority themes, content development while working collaboratively with the PDU team members and liaising with the Communications Team to finalise production
- Support communications and engagement activity within the PDU, including copywriting and editing and event coordination
- Respond to queries about practice development activities, resources and tools by phone, email and in person, and provide practice support and advice to DV Vic members as required and in collaboration with PDU team members
- Support the planning and delivery of practice development and capability building events and communities of practice
- Contribute to the review and re-development of website and other digital content relating to practice development, in collaboration with the Communications Team
- Support data collection, analysis and reporting in line with the PDU and organisation's frameworks and requirements, as required
- Perform other reasonable duties as required and requested from time to time.

## Key Selection Criteria

### Qualifications and experience

- At least two years' work experience in communications, service delivery, community engagement, or another similar role in the family violence or community sector
- An undergraduate degree in social work, communications, gender studies or another relevant discipline will be highly regarded

### Essential

- Exceptional interpersonal communication and collaboration skills, with a demonstrated ability to maintain productive professional relationships with diverse stakeholders
- Demonstrated experience producing high-quality written content across a range of formats
- An understanding of the role of specialist family violence services.
- An ability to quickly learn and adapt in a new environment.
- Demonstrated organisational skills and ability to manage time independently, prioritise and manage competing demands with a high level of professionalism
- Well-developed analytical skills including the ability to assess and translate research, practice, consultations and data into accessible, relevant content and resources
- Demonstrated capacity for problem solving, creativity and lateral thinking

### Desirable

- An understanding of intersectional feminism and its application to family violence practice.
- An understanding of the work of a community sector peak body.