

Position Description

POSITION TITLE:	Workforce Capability Project Lead
POSITION TYPE & TENURE:	Full time, 12 months fixed term
PAY GRADE:	SCHADS 6
REPORTS TO:	Head of Policy & Research
DIRECT REPORTS:	Nil
LOCATION:	Melbourne

ABOUT NO TO VIOLENCE

No to Violence is Australia’s peak body for individuals and organisations that work with men that use violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men’s Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a pro-feminist organisation, women and children are at the centre of what we do - by ending men’s use of family violence, families, individuals, and communities are safer.

POSITION SUMMARY

This position will lead a key project(s) that will help to reduce and end family violence by ensuring Victoria has a strong, sustainable workforce for services working with people using family violence.

The Project Lead will map education, training and employment pathways for people to work in interventions with people using family violence and will also identify and advance new, innovative options to build workforce capacity and capability to grow the effectiveness of this specialised workforce.

The Project Lead will work closely with the Centre for Workforce Excellence (CWE) in the Department of Families, Fairness and Housing (DFFH) (an area that leads workforce policy and strategy, and planning across community services), as well as across the family violence sector, with other key sectors, such as mental health, alcohol and other drugs, and justice services, as well as education and training providers to develop a structure to undertake activities that will:

- Build sector, organisational and workforce development and capability
- Support recruitment and retention of the specialist workforce
- Strengthen leadership in the specialist sector
- Prioritise employee health, safety, and wellbeing

POSITION RESPONSIBILITIES

- Strategically lead and manage multiple projects including, but not limited to, a workforce pathway mapping and capability building project for No to Violence.
- Develop and manage a workplan, workforce research and analysis, stakeholder relations with education and training providers and the sector.
- Coordinate and facilitate consultations, meetings, engagements, focus groups to identify capacity building activities.

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- Prepare clear and compelling reports and presentation materials, and provide workforce development supports including, but not limited to, training and communities of practice with the specialist perpetrator family violence sector.
- Work closely across all relevant stakeholders, including member organisations, Aboriginal Community Controlled Organisations, training and education providers, other relevant peak organisations and individuals who may be employed or seeking employment in perpetrator services.
- Have ownership of the day-to-day management, administration execution, and delivery of multiple projects, ensuring it meets objectives and timelines
- Foster collaborative relationships, communicating with and managing expectations of internal and external stakeholders
- Develop and execute strategies for mapping workforce pathways and enhancing capabilities within perpetrator services
- Work with NTV's Head of Policy and Research to develop and implement the project plan and prepare regular progress status reports and documentation
- Utilise data to generate actionable insights and recommendations for improving workforce development and addressing gaps
- Identify potential risks and implement strategies to mitigate them, ensuring project success
- Prepare briefs, reports and recommendations to NTV Leadership Team and The Centre for Workforce Excellence on relevant developments related to the project

WHAT WE ARE LOOKING FOR IN THIS ROLE

Skills

- Lead high-quality research, including creativity in problem solving to test thinking and to provide rigor in areas where evidence is hard to obtain.
- Ability to build relationships and facilitate consultations with a wide range of stakeholders.
- Proactive and solutions focused approach project management, with the proven ability to deliver excellent work within deadlines.
- Excellent written communication skills, including preparing reports and presentation materials, as well as developing relevant recommendations.
- Ability to use good judgement to make decisions according to level of authority and escalate issues as needed.
- Ability to work independently with minimal supervision and as part of a small team.
- Competent in the use of MS Office software, particularly Outlook, Word, PowerPoint, and Excel.

Experience and Knowledge

Essential:

- Experience delivering high-quality research that synthesises and analyses information from a range of data sources.
- Ability to use a range of research methodologies, from quantitative to qualitative data analysis.
- Proven track-record of successfully facilitating consultations with a broad-range of stakeholders.
- Strong written communication skills with proven experience of writing clear and concise reports and recommendations.
- A thorough understanding of the Victorian family violence sector, workforces that intersect with family violence, government and education providers
- An in-depth and comprehensive knowledge of the Victorian Royal Commission findings and the impact on the family violence sector, and relevant government legislative risk assessment and response reforms and how they apply to specialist family violence sector.

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Desirable:

- Practice knowledge of family violence, engagement with people using violence and the impacts of risk assessment and response.
- Demonstrated knowledge, passion and commitment to working in the broader community services sector, driven by continuous learning and eager to address critical issues such as skills gaps, workforce development and capability and social equity.

Qualifications/Competencies/Licences

- Qualifications in Social Work, Social Science, or other relevant discipline
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.
- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.
- Regional and interstate travel will be required from time to time.

Signature of Job Holder _____ Date signed _____