



## Position Details:

### Project and Workforce Development Coordinator

<b>Position Title</b>	Project and Workforce Development Coordinator Northern Integrated Family Violence Services (NIFVS)
<b>Employment Type</b>	0.6 EFT Permanent Position 22.8 hours per week
<b>Direct Reports</b>	5 – 7 Employee and consultant professional trainers
<b>Exemption</b>	This position is only open to females and people whose gender identity is female (referred to as 'women') EOE H191-2017
<b>Location</b>	Women's Health In the North (WHIN) 680 High St, Thornbury, Victoria, 3071
<b>Reports to</b>	The Project and Workforce Development Coordinator is a member of the Northern Integrated Family Violence Services (NIFVS) Team, and reports to the Principal Strategic Advisor.

## Organisational Context

WHIN is the women's health promotion and advocacy organisation for the northern metropolitan region of Melbourne (NMR). WHIN is a not-for-profit, member-based organisation committed to improving the health, safety and wellbeing of women and gender diverse people.

WHIN works to eliminate gender inequalities and improve the health, safety and wellbeing of women and gender diverse people. We do this through leadership, advocacy, training, research and strategic partnerships.

WHIN employs the NIFVS Team comprising the Principal Strategic Advisor, a Project and Workforce Development Coordinator and a Communications and Projects Officer.

## Position Context

Family Violence Regional Integration Committees (FVRIC) are local governance structures established to improve the integration of services that respond to family violence.

Victoria's 14 FVRICs play a strategic leadership role, bringing together agencies and sectors that respond to family violence and are major players in the current family violence reform agenda *Ending Family Violence: Victoria's Plan for Change*. They are the only local governance structures that exist across the State with a focus on local systems, a family violence lens and capacity building across all workforces.

Principal Strategic Advisors (PSAs) across the State deliver leadership and oversight of the work of FVRICs providing advice to Committees, government, and local services; coordinating capacity building initiatives; and maintaining strategic relationships with key stakeholders.

The NIFVS Team provide:

- strategic leadership and advice;

- workforce development and capacity building support;
- family violence reform implementation guidance;
- information and resources to support effective responses to family violence; and
- links between local, regional, and statewide family violence activities and structures.

The position is located at WHIN’s office in Thornbury and operates across Melbourne’s northern metropolitan region.

For more information on NIFVS please visit: <https://www.nifvs.org.au/>

## Position Summary

<b>Key Objective</b>	<p>The position reports to the NIFVS Principal Strategic Advisor and works collaboratively on a range of regional and local activities that support identified outcomes of the NIFVS Regional Integration Committee’s strategic plan and annual action plans.</p> <p>The position also has responsibility for:</p> <ul style="list-style-type: none"> <li>• supporting the implementation of regionally relevant, fast-paced reforms arising from the Royal Commission into Family Violence, 2016;</li> <li>• overseeing and coordinating the NIFVS FV workforce training portfolio including the supervision of professional sessional trainers (employees and consultants);</li> <li>• overseeing and coordinating all administrative processes and practices associated with the delivery of training in partnership with WHIN’s Corporate Services Team;</li> <li>• coordinating and facilitating a range of sector forums, communities of practice and meetings;</li> <li>• undertaking strategic and specific project work as required in line with the NIFVS Team’s key outcomes; and</li> <li>• building and maintaining relationships with relevant NIFVS partners ensuring appropriate formal agreements exist.</li> </ul> <p>Working closely with the NIFVS Principal Strategic Advisor the Project and Workforce Development Coordinator will plan, deliver, and evaluate a range of initiatives to support workforce development including training, forums, and communities of practice.</p>
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## Key Result Areas

<b>Team Leadership</b>	<ul style="list-style-type: none"> <li>• Manage a Team of professional sessional trainers observing WHIN’s supervision and performance management practices and policies.</li> <li>• Coordinate and deliver workforce development activities in line with the NIFVS Strategic Plan, including planning, evaluation, and continuous improvement.</li> <li>• Align all training with MARAMIS implementation requirements of the Victorian State Government.</li> <li>• Monitor and deliver targets against workforce development contractual arrangements and reporting requirements.</li> <li>• Oversee NIFVS’s fee-for-service training program including managing contracts and invoicing.</li> </ul>
<b>Development of High Quality Workforce</b>	<ul style="list-style-type: none"> <li>• Plan, deliver and evaluate workforce development initiatives in partnership with the NIFVS Principal Strategic Advisor, service providers, consultants, and other stakeholders.</li> </ul>

<p><b>Development Initiatives</b></p>	<ul style="list-style-type: none"> <li>• Assist with planning, promoting, and resourcing of NIFVS regional meetings as required.</li> <li>• Assist in responding to changes in government policy and structure.</li> <li>• Perform project related administrative tasks and procedures as required.</li> <li>• Deliver projects within timelines and budget.</li> </ul>
<p><b>Strategic Networking &amp; Liaison</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships with a range of stakeholders including those with lived experience, practitioners, and organisational leaders.</li> <li>• Consult with and engage partners in the development and implementation of forums and other workforce development initiatives to improve family violence responses.</li> <li>• Provide specialist family violence advice to WHIN colleagues and external stakeholders to support the development of quality initiatives and programs.</li> <li>• Represent the NIFVS Team at meetings and forums as directed.</li> </ul>
<p><b>Collaboration and Team Work</b></p>	<ul style="list-style-type: none"> <li>• Actively participate as a member of the NIFVS Team and work collaboratively and proactively to achieve team, NIFVS RIC and WHIN organisational goals.</li> <li>• Develop and maintain effective working relationships with partners and other external stakeholders.</li> <li>• Participate in staff and team meetings, staff development and organisational planning.</li> <li>• Facilitate internal knowledge transfer of programs and strategies to support organisational understanding and ownership.</li> </ul>
<p><b>Organisational Development</b></p>	<ul style="list-style-type: none"> <li>• Participate in the development, implementation, and annual review of the NIFVS Strategic Plan and Annual Action Plan.</li> <li>• Work with the NIFVS Principal Strategic Advisor to fulfil all reporting requirements.</li> <li>• Participate in organisational planning including WHIN’s annual review of its strategic direction and development of operational plans.</li> <li>• Be actively involved in a learning organisation including continuous quality improvement, accreditation processes and performance reviews.</li> <li>• Apply the organisation’s vision, mission, and values to achieve WHIN’s strategic objectives and priorities.</li> </ul>
<p><b>Key Selection Criteria</b></p> <p><b>Please note: all applications must contain a statement addressing each of the essential key selection criteria separately.</b></p>	
<p><b>Essential</b></p>	<ol style="list-style-type: none"> <li>1. Tertiary qualifications in social work, community development, family violence, gender studies, and/or a social policy discipline.</li> <li>2. Experience working with family violence victim survivors and/ or perpetrators.</li> <li>3. Experience in planning, delivering, and evaluating training and workforce development activities.</li> <li>4. Experience in project management including planning, delivery, and evaluation.</li> <li>5. Highly developed and demonstrated communication skills – both verbal and written.</li> <li>6. Strong planning, time management and organisational skills.</li> <li>7. Ability to work both independently and as part of a team and to respond flexibly to team demands and priorities.</li> <li>8. Sound knowledge of family violence issues including an understanding of issues relating to the gendered nature of family violence.</li> <li>9. Understanding of, and commitment to, intersectional feminism and women’s health, safety, and wellbeing.</li> </ol>

<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Certificate IV in Workplace training and Assessment.</li> <li>• Ability to speak a language other than English.</li> <li>• Knowledge of Melbourne’s northern metropolitan region.</li> <li>• A Victorian driver’s license.</li> <li>• Aboriginal and Torres Strait Islander women are encouraged to apply.</li> </ul>
<p><b>Competencies</b></p>	<ul style="list-style-type: none"> <li>• Maintains a high level of personal initiative and motivation and acts in a decisive way.</li> <li>• Inspires others by setting and achieving stretch goals.</li> <li>• Actively seeks, reflects, and acts on feedback and challenging experiences.</li> <li>• Promotes a culture of integrity and professionalism.</li> <li>• Models the highest standards of ethical behaviour.</li> <li>• Facilitates and monitors a relevant understanding of legislation and policy frameworks.</li> <li>• Fosters a workplace culture of respect by implementing fair and inclusive practices.</li> <li>• Implements methods and systems to enable individuals to participate to their fullest ability.</li> <li>• Maintains effective relationships with internal and external stakeholders, including service providers, government, and other agencies to achieve strategic and complex outcomes.</li> <li>• Refines and reviews role and responsibilities over time to achieve better outcomes.</li> <li>• Drives strategy and big picture focus within own area of responsibility.</li> </ul>
<p><b>Remuneration</b></p>	
<p>All staff are employed under the conditions set out in WHIN’s current Employment Agreement (EA). This role is classified as a level 6 position in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) with a salary of \$99,878 (pay point 1) to \$104,288 (pay point 3) per annum for the full-time position, including a 3% above award as per WHIN’s current Employment Agreement (EA) (\$59,927 to \$62,573 for the 0.6 EFT), exclusive of Superannuation. The pay point will be negotiated according to education, training and years of relevant experience in similar organisations and/or roles. All other conditions of employment are in accordance with WHIN’s current EA.</p> <p>The organisation offers employees the opportunity of salary packaging of up to \$16,050 per annum (\$30K grossed up). Salary packaging increases the value of the net salary (depending on personal taxation situation). (Salary packaging is subject to legislative requirements and in accordance with WHIN’s policy.)</p> <p>In addition to four weeks annual leave staff are granted an additional three days leave (grace-in-favour days) across the Christmas/New Year period (as these fall on normal days worked) and generous personal leave arrangements apply.</p> <p>WHIN has a time-in-lieu policy for overtime worked outside the 8.00 am – 7.00 pm designated flexi time arrangements.</p> <p>An initial six-month probationary period will apply as part of the employment offer.</p> <p>Successful applicants will be required to enter into a Privacy and Confidentiality Agreement, provide a valid vaccination certificate, and undergo a police check.</p>	

## Application Details

**All applications must contain a statement addressing each of the key selection criteria separately. Details of how to do this can be found here: <https://careers.vic.gov.au/how-to-reply-to-selection-criteria>**

Referees, including a recent line manager, will be required if applicants are shortlisted after interview.

Women from migrant and refugee communities are encouraged to apply.

Please email applications with your name and 'Confidential' in the subject line to:

Veronica Hunt  
Principal Strategic Advisor  
Northern Integrated Family Violence Services  
[info@whin.org.au](mailto:info@whin.org.au)

**CLOSING DATE FOR APPLICATIONS 10pm Sunday 9 October 2022**

## Further Information

If you have specific queries about this position, please contact Veronica Hunt, Principal Strategic Advisor, Northern Integrated Family Violence Services on mobile 0430 552 212 or email to [veronica.h@whin.org.au](mailto:veronica.h@whin.org.au).

For more information go to the NIFVS website: <https://www.nifvs.org.au/engage/employment-opportunities/>