

POSITION DESCRIPTION



Title:	Free From Violence Project Coordinator
Position Number:	1981
Classification:	Band 6
Directorate:	Community
Department:	Community Wellbeing
Award:	Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001
Incumbent:	Vacant

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader – Community Strengthening
Direct Reports:	<ul style="list-style-type: none">▪ Nil
Primary Internal Relationships:	<ul style="list-style-type: none">▪ Chief Executive Officer▪ Executive Leadership Team▪ Responsible Managers▪ All Staff
Primary External Relationships:	<ul style="list-style-type: none">▪ Community members▪ Support services▪ Gender Equality Advisory Committee▪ Education providers, sporting groups, businesses▪ Funding bodies▪ Victorian Council's

POSITION OBJECTIVES

Develop, deliver and evaluate the Shepparton Free from Violence Project as funded by the Victorian Department of Families, Fairness and Housing (DFFH).

The Free from Violence Project Coordinator will lead key internal and external facing projects under the Free from Violence funding, at times working in partnership with community organisations to deliver capacity development across Council and community.

KEY SELECTION CRITERIA

- Tertiary qualifications and experience in fields relevant to family violence/gender equality work, including Social Work, Public Policy, Women's Studies and Psychology.
- Demonstrated experience to educate and advocate on social disadvantage and other diversity and access issues.
- Project management experience with the ability to plan, budget, implement, review and evaluate within project timelines and interpreting data in meaningful ways to influence future programs.
- Experience in facilitating training, education and networking opportunities for internal and external stakeholders.
- Excellent written and verbal communication skills with proven experience in the establishment, enhancement and maintenance of partnerships, working groups, committees, funding streams and stakeholder engagement.

KEY RESPONSIBILITY AREAS

- Lead the implementation of the Local Government guide for Preventing Family Violence and All Forms of Violence against Women in the Greater Shepparton City Council municipality.
- Engage and embed change agents throughout Council to drive and support Council's Gender Equality Action Plan (GEAP) and the Local Government guide for Preventing Family Violence and All Forms of Violence against Women.
- Deliver and evaluate evidence-informed initiatives and programs in a timely manner and within allocated budget.
- In partnership with community stakeholders, promote intersectionality and the prevention of violence against women, showing understanding to the complexities within the Goulburn Valley.
- Provide specialist advice and support to Council projects, activities, events and service provision on issues relating to intersectional gender equity.
- Identify areas of improvement, including operational policies and promoting awareness across Council to support the Local Government guide for Preventing Family Violence and All Forms of Violence against Women
- Organise and lead training, education and networking opportunities for staff and community to spread awareness on Family and Gendered Violence.
- Work in partnership with all internal stakeholders to support the implementation of the Gender Equality Action Plan (GEAP).
- Working alongside Council departments, including Early Years services in ways to respond to Family Violence.
- Prepare Council reports, submissions and correspondence and update management when required.
- Represent Council and advocate on behalf of Council at appropriate committees and forums.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- Achieving the agreed outcomes of the position while exhibiting an understanding of the broader goals of Council.
- Effective development and implementation of relevant projects and priorities.
- Coordinate the implementation of the Local Government guide for Preventing Family Violence and All Forms of Violence against Women and associated projects and initiatives.
- The adoption and implementation of safe working practices and procedures.
- Adherence to and effective implementation of all relevant Council policies, objectives and budget.

This position has the authority to:

- Undertake the tasks and responsibilities of the role within the scope of relevant legislation, statutory requirements, assigned delegations and Council policies and procedure.

Judgement and Decision Making

- Ability to work independently, make decisions and exercise judgement on project implementation.
- The resolution of issues within the control and scope of responsibility of the position, advising management on issues that require specialist attention.

Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

SKILLS AND KNOWLEDGE

Specialist Skills and Knowledge

- Experience in collecting, analysing and interpreting data in meaningful ways to influence programs to achieve the best outcomes for community.
- Sound skills in the establishment of key internal and external partnerships.
- A strong knowledge of the Greater Shepparton area and strong networks in government, local businesses, and community organisations.
- Strong understanding and experience in taking an intersectional approach to gender equality and the prevention of violence against women.
- Demonstrated ability to build and maintain effective partnerships with internal and external stakeholders
- Ability to educate and advocate on social disadvantage and other diversity and access issues in professional manner.
- Ability to implement budget techniques and monitor appropriately.

Management Skills

- Skills in managing time, setting priorities, planning and organising one's own work and that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set time.
- The ability to manage sensitive and emotional situations in a professional and empathetic manner including implementing appropriate self-care strategies and actions.
- Ability to apply continuous improvement practices including monitoring industry changes and update procedures.

Interpersonal Skills

- Excellent verbal and presentation skills with a dynamic and engaging communication style to actively encourage engagement.
- Excellent communication skills, both written and verbal, including the ability to adapt communication to suit varying audiences.
- Proven ability to liaise with external agencies and organisations and provide advice in relation to gender equality and gendered violence matters.
- Ability to work cooperatively with all other team members and broadly within the organisation.
- Proven ability to establish, enhance and maintain both internal and external partnerships, working groups, committees, with trusted stakeholder engagement.
- Sensitivity to confidential issues.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications and experience in fields relevant to family violence/gender studies, including Social Work, Public Health or promotion, Women's Studies, social sciences, or other related areas.
- Demonstrated experience of educating and advocating on social disadvantage and other diversity and access issues.
- Demonstrated experience in organisational change and leading an intersectional approach to gender equality and the prevention of violence against women.
- Project management experience with the ability to plan, budget, implement, and review and evaluate within project timelines.
- Proven experience in the establishment, enhancement and maintaining of partnerships, working groups, committees, funding streams and stakeholder engagement.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- National Police Check
- Victorian Drivers Licence
- Working with Children Check

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

The Community Wellbeing Department delivers a broad and diverse range of strategic planning, services, activities and programs aimed at engagement and inclusion of all sections of the community.

This Department delivers aged services, supports disability access and inclusion, enhances social equity and safety, drives community connectedness, fosters Aboriginal and Torres Strait Islander engagement, embraces cultural development, supports opportunities for young people and manages libraries.



VALUES

Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.

**Respect first,
always**

We are attentive, listen to others and consider all points of view in our decision making.

**Take
Ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

**Courageously
Lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.

**Working
Together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

**Continually
Innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

**Start the
Celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

SHARED ORGANISATIONAL RESPONSIBILITIES

Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

Climate Emergency

Greater Shepparton City Council recognises the need to urgently address the causes of climate change to ensure our operations and the community are able to adapt to the impacts. All employees are responsible for the effective implementation of the 2030 Zero Carbon Emissions Target and demonstrate a commitment to mitigating and adapting to climate change. This includes:

- Judgement and decision making authority.
- Provision of service to the community.
- Adherence to relevant climate change policies and plans.
- Sustainable procurement – seeking and selecting the lowest carbon option and sustainable option in accordance with Procurement Guidelines.

INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

Never (N)	Does not occur
Rarely (R)	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
Occasionally (O)	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
Frequently (F)	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
Constantly (C)	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
Work Environment					
Indoors					X
Outdoors			X		
Slippery Surfaces		X			
Uneven ground/Sloped areas		X			
Work in isolation					X
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells		X			
Exposure to loud noises requiring hearing protection			X		
Exposure to personal waste	X				
Body Posture					
Standing				X	
Sitting				X	
Squatting/Crouching			X		
Kneeling		X			
Twisting			X		
Bending			X		
Manual Handling					
Reaching or working overhead (above shoulder)			X		
Reaching forward			X		
Gripping/fine motor movement					X
Pushing/restraining		X			
Driving a vehicle			X		
Lifting floor to waist			X		
Lifting waist to overhead			X		
Lifting from a truck/trailer			X		
Lifting 0 - <5kg			X		
Lifting 5 - <10kg			X		
Lifting 10 - <15kg		X			
Lifting 15kg+		X			
Carrying awkward loads			X		
Climb steps/stairs/ladder			X		
Exposure to vibration		X			
Psychosocial					
Give direction to others				X	
Dealing with aggressive customers		X			
Dealing with upset? customers			X		
Supporting dependent persons				X	

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	N	R	O	F	C
Cognitive					
Written communication					X
Verbal communication					X
Comply with legislation					X
Problem solve					X
Reason/make sense of things					X
Make critical decisions				X	
Ensure accuracy/details					X
Remember names/details					X
Show creativity					X
Examine/observe others				X	
Work quickly					X
Concentrate amid distractions					X

ACCEPTANCE AND AUTHORISATION

Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name: _____

Signature: _____

Date: _____

Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

Authorising Officer Name: _____

Position: _____

Signature: _____

Date: _____