



POSITION DESCRIPTION

Position Title:	Workforce Development Officer	Date:	24 January 2017
Business Unit:	Services Group	Prepared by:	CG/DD
Reports to (title):	Workforce Development Coordinator	Approved by incumbent:	
Direct Reports:	nil	Approved by Chief Executive:	J. Watt
Location:	Melbourne	Status: Final	FTE - 1

Organisational Environment:

Our Vision: To end family violence by working with men.

Our Mission: NTV/MRS provides leadership and participates in policy, practice and resource development, service delivery and advocacy to respond to and prevent male family violence by addressing men's use of violence, power and privilege.

Our Values: Accountability, Gender Equity, Leadership, Change and Respect.

A key value is **Accountability** which can simply be stated as:

"We say what we do, do what we say and let people know, and we take responsibility for seeking help."

This is not just about better regulation, it's about better articulation of our expectations.

Accountability in action in an operational sense means that we:

- ✓ Know what we're accountable for – for what and to whom.
- ✓ Do what we say we're going to do and match outcomes against expectations.
- ✓ Report what we've done, what we do and what we will do and do this without being asked.

Our Beliefs: NTV/MRS conducts its work on the following beliefs:

- ✓ We are a pro-feminist organisation that acknowledges the gendered nature of family violence;
- ✓ The safety of women and children is central to what we do, and their voices must be heard;
- ✓ Man's use of violence is a choice and men must take responsibility for their behavior;
- ✓ The definition of "family" includes same-sex, and mixed families; and,
- ✓ We are committed to demonstrating diversity in our organisation.



Position Objective:

The role of Workforce Development Officer is to contribute to the development and delivery of high quality training programs throughout Australia in response to men who perpetrate family violence

Key Responsibility Areas:

A break-down of the duties of the role is as follows –

- Be primarily responsible and accountable for the development of content for the revised Graduate Certificate in Male Family Violence
- Be primarily responsible for the coordination and delivery of the Graduate Certificate in Male Family Violence to students across Australia. Activities associated with this include:
 - Responding to student enquiries
 - Coordinating student enrolment
 - Coordinating the marking and reporting on student assessments
 - Liaise with academic institutions to ensure compliance and satisfactory delivery of the Graduate Certificate.
 - Evaluation and continuous improvement
- Contribute to the development of content for NTV short courses
- Co-facilitate the delivery of training for a number of NTV short courses including:
 - Introduction to men's behavior change
 - Working safety with men who use family violence
- Assist the Workforce Development Coordinator in continually developing and nurturing any partnerships or strategic alliances with any external providers who may assist in any current and future training activities.
- Work with the Workforce Development Coordinator and any other external training providers to bring about a level of continuous improvement and an increased excellence of service in training delivery to all stakeholders and look at ways to improve and enhance the training delivery model/methodology to clients.
- Ensure the training being delivered complies with all relevant legal and regulatory requirements and operates in accordance with its constituent documents and other legal and regulatory provisions.
- Work with the Workforce Development Coordinator to develop appropriate quality assurance systems and process that are in line with best clinical practices and implement quality improvement strategies as appropriate. Assist as appropriate with any quality assurance reviews and audits
- Assist as appropriate with the promotion of any special NTV/MRS professional development events as well as assist with any other stakeholder forums, and meetings.
- Remain up-to-date in your knowledge of the family violence sector, in particular, relevant services, support agencies etc. and remain abreast of any new policy or practice changes and activities to ensure you remain relevant with your information (e.g. enhancing your knowledge and understanding the Royal Commission findings; knowing all the various agencies in the sector etc.).

Direct reports

- ◆ nil



Significant Working Relationships:

- Internal:
 - All NTV/MRS Staff
 - Board members
 - Members of other Internal Committees I.e. Finance and Risk Committee etc.
 - Volunteers
- External
 - Clients including practitioners and students
 - Outsourced service providers (Combo (IT); Brennan IT (Telephony); etc.
 - Contractors, consultants and advisers
 - Goods and services suppliers
 - Government departments (as appropriate e.g. DHHS in Victoria, NSW, Tasmania)
 - MBCP providers
 - External training providers
 - Tertiary Education Providers (e.g. SUT)
- Travel
 - The role will involve some travel, often overnight, throughout Victoria and interstate



PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Experience in working with men who use family violence, especially in the context of men's behaviour change programs ▪ Proven experience in delivering training in the family violence sector ▪ Experience in developing content for training ▪ Can plan towards and meet deadlines and performance targets ▪ Can use computerised information systems ▪ Well-developed written and verbal communication skills ▪ Excellent positive interpersonal and relationship management skills ▪ Excellent planning and organisational skills ▪ Demonstrated skills in adhering to and implementing systems, policies and procedures ▪ satisfy a police check 	<ul style="list-style-type: none"> ▪ An understanding of culturally appropriate service responses for culturally and linguistically diverse communities and indigenous clients, and for diverse client groups including same-sex attracted men and men with disabilities ▪ Project management skills
Knowledge	<ul style="list-style-type: none"> ▪ Bachelor of Social Work or equivalent ▪ Certificate IV in Training and Assessment or higher qualification in vocational education and training. ▪ Proven knowledge of legal and operational context of NGOs ▪ Specialist knowledge and skills and prior experience providing male family violence services, including intake and/or assessment ▪ Sound knowledge of the family domestic violence sector ▪ A demonstrable understanding of the social and gendered context of family violence and the impact of violence on women and children ▪ Demonstrated personal commitment to the practice and principles of non-violence, justice and gender equity issues ▪ Demonstrated engagement with and understanding of issues relevant to engaging men who use family violence 	<ul style="list-style-type: none"> ▪ Graduate Certificate in Social Science – Male Family Violence ▪ Experience in risk management and quality assurance processes ▪ Knowledge of government departments and other players within the family violence sector



Attributes	<ul style="list-style-type: none"> ▪ Able to meet tight deadlines and shifting priorities ▪ Self-starter, strongly motivated and accountable and very well organised ▪ Customer-focused and responsive ▪ Attention to detail ▪ Self-directed to achieve individual, team and organisational goals ▪ Proven track record of being able to liaise effectively with people at all levels within an organisation as well as external to the organisation ▪ Integrity, honesty, respect, accountability and confidentiality ▪ Able to work under minimal supervision and as part of a small team ▪ Good interpersonal and relationship management skills ▪ Team orientated ▪ Proven track record in driving outcomes 	<ul style="list-style-type: none"> ▪
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