

Position Description

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| Position Title | Free From Violence Project Officer |
| Position No | 6358 |
| Directorate | Community |
| Department | Community Strengthening |
| Unit | Community Development |
| Classification | Band 6 |
| Reports to | Manager Community Strengthening |
| Supervises | N/A |
| Reviewed by People and Wellbeing | March 2024 |

Our Shire

Located on the Country of the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples, the Macedon Ranges region is renowned for its landscapes and native forests, providing a unique regional identity. Macedon Ranges Shire Council embodies a caring, resilient approach to community through our robust local economy, protection of the natural environment and a collaborative commitment to inclusivity for all.

Position Objective

Develop, deliver and evaluate the Macedon Ranges Free from Violence Project as funded by the Victorian Department of Families, Fairness and Housing from July 2024 to June 2027

Key Responsibilities

- Lead and oversee the implementation of the Local Government Guide for Preventing Family Violence and All Forms of Violence Against Women in Macedon Ranges Shire.
- Build organisational confidence to undertake analysis and embed a gender lens and intersectional approach across all areas of Council, including policies, programs and services.
- Partner with community stakeholders to develop, co-design and deliver evidence informed initiatives to promote gender equity and the prevention of violence against women, tailored to meet the needs of the Macedon Ranges Shire community.

- Apply effective change management practices that strengthen workforce capability to recognise and respond to family violence; and promote gender equity in service delivery.
- Oversee the co-design, delivery and evaluation of evidence informed primary prevention initiatives in partnership with Macedon Ranges Shire community organisations.
- Work in partnership with other service areas of Council to support the implementation of the Macedon Ranges Shire Gender Equality Action Plan and related initiatives.
- Work collaboratively with key internal and external stakeholders across Council to build a whole of council approach to the prevention of family violence and all forms of violence against women.
- Work collaboratively with key internal stakeholders across Council to strengthen organisational knowledge of gender equality and primary prevention and promote gender equality in service delivery.
- Ability to perform other duties related to the position as required in accordance with the multi-skilling provisions as per the Macedon Ranges Shire Council Enterprise Agreement.

Capabilities

The Macedon Ranges Shire Council Capability Framework describes the key behaviours that guide the way that we work. Rooted in our organisational values, the framework helps our people develop and excel in their roles, by providing a roadmap for performance and growth, and a shared sense of purpose.



Additional Information

- Appointment is subject to the successful completion of a National Police Check.
- Hold a current Working with Children Check prior to appointment.
- All staff are required to actively contribute to creating and maintaining a safe workplace in accordance with Council's OH&S, Risk, Privacy and Child Safety policies as well as all related legislation and Acts.

Success Criteria

1. Demonstrated knowledge and experience in gender equity and the prevention of violence against women with an understanding of frameworks for the primary prevention of violence against women and gender equity.
2. Involvement in leading evidence-based program design, implementation and evaluation.
3. Demonstrated ability to build and maintain effective partnerships with internal and external stakeholders from a broad range of sectors.
4. Strong verbal and written communication skills.
5. Demonstrated ability to plan and manage multiple projects with a minimum of supervision.
6. An understanding of local government's role in gender equity and prevention of violence against women and the requirements under the Gender Equality Act 2020

Accountability and Extent of Authority

- Freedom to manage resources is set by clear objectives and budgets with a regular reporting mechanism; effect of actions taken is usually limited to quality or cost of programs/projects.
- Freedom to provide specialist advice subject to regulations, policies and regular supervision; effect of actions taken on individual clients may be significant, but usually subject to appeal or review.
- Ability to provide formal input into policy development within area of expertise.

Judgement and Decision Making

- Work is usually specialised with methods and procedures developed from theory or precedent.
- Problem solving may involve application of these techniques to new situations.
- Guidance and advice is usually available.

Specialist Knowledge and Skills

- Demonstrate proficiency in the application of a theoretical or scientific discipline.
- Understanding of long-term unit goals and policies of unit and wider organisation.
- Familiarity with budget techniques.

Management Skills

- Demonstrated skills in managing time, setting priorities and planning and organising work.
- Ability to achieve specific objectives within available resources and timetable.
- Ability to implement EEO, OH&S and development practices when managing employees.

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of defined activities.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.

Qualifications and Experience

- Degree or diploma and some relevant experience in similar discipline or lesser formal qualifications with substantial experience.