

Position description

Greater together 

Position title:	Safer Communities Officer
Institute/School/Centre/ Directorate/VCO:	Student Equity and Safer Communities
Campus:	Mt Helen campus. Travel between university campuses will be required at times.
Classification:	Within the HEW Level 6 range
Time fraction:	Part-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Baden Cutts, Coordinator Safer Communities Telephone: (03) 5327 8516 Email: b.cutts@federation.edu.au
Recruitment number:	JR101323

Position summary

The Safer Communities Officer supports the Student Equity and Safer Communities team to prevent and respond to discrimination and gender-based violence. The position will work directly with students and the university community to provide expert advice, risk assessment, safety planning and effective referrals to specialist support services both within and external to the university.

The position will work directly with students to provide support and advice to navigate their options for wellbeing, and formal and informal reporting options within university procedures and external contexts.

The position works collaboratively with internal and external stakeholders to foster a culture of safety, support, inclusion and respect.

The position contributes to the development, implementation of initiatives to advance best practice equity, accessibility and inclusion and contributes to upholding Federation's responsibilities under relevant state and federal anti-discrimination legislation and the National Code to Prevent and Respond to Gender-based Violence.

Portfolio

The Chief Learner Experience Office is responsible for the Student Experience from pre-admission through to graduation. With a focus on increasing student numbers through both attraction and retention. The portfolio looks after Marketing, Student Retention, Innovation and Engagement, Digital Channels and Strategy and Student Services such as Equity, Inclusion, Safer Communities, Wellbeing, the Contact Centre, and Student Administration.

The Chief Learner Experience Officer leads the portfolio with current members of the Senior Leadership Team including:

- Director, Student Services and Registrar
- Director, Marketing and Growth
- Director, Retention, Innovation and Student Experience
- Director, Digital Channels and Strategy.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in Federation University's 2040 Strategic Plan and share the University's values of:

INCLUSION, we champion access and equity for all, creating a welcoming, supportive environment for our diverse learners and staff.

INNOVATION, we innovate to transform, embracing new ideas in teaching, research and operations to continually improve and stay ahead.

EXCELLENCE, we strive for excellence in all that we do, holding ourselves to high standards of quality, integrity and impact.

EMPOWERMENT, we support and trust our people, empowering learners, staff and partners to contribute, lead and succeed.

COLLABORATION, we are stronger together; teamwork and strong partnerships are at the heart of how we operate.

Key responsibilities

1. Provide trauma informed, expert advice and support to students who have experienced or at risk of discrimination and/or gender-based violence.
2. Conduct and monitor risk assessments and safety plans and maintain expert knowledge to refer to specialist services.
3. Strengthen organisational compliance, risk management and procedural fairness by maintaining expert knowledge and use of relevant procedures, guidelines, legislation and best practice.
4. Contribute to the implementation of the University's Gender-based Violence Prevention and Response Plan, developed in alignment with the National Code to Prevent and Respond to Gender-based Violence.
5. Maintain effective case management techniques including timely, concise case notes, data collection and safe storage of information.
6. Maintain expert knowledge of best practice responses to discrimination and gender-based violence and contribute to identifying current and emerging trends.
7. Facilitate consultation with diverse student cohorts to ensure effectiveness of equity initiatives in the prevention and response of discrimination and gender-based violence.
8. Contribute to the preparation of reports, presentations, web documents and training materials in alignment with role.
9. Contribute to, and on occasion, lead, in planning, development and implementation of equity programs including awareness raising events, projects and training programs.

10. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
11. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
12. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The position works under the general direction of the Coordinator, Safer Communities within the Student Equity and Safer Communities team.

The Safer Communities Officer will provide expertise and expert advice, whilst considering policies, procedures, guidelines and legislation, adapting processes as required.

The position may work with either a student discloser or respondent, within a particular case.

Position and organisational relationships

The position will:

- Participate in and contribute to prevention and response communities of practice within the sector.
- Work within a team environment to ensure excellence in service provision, and best practice solutions for complex matters
- Maintain effective professional relationships with key internal and external stakeholders.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. A qualification that meets the Mandatory Minimum Qualification requirements for specialist family violence response roles in Victoria, or working towards these.
3. Hold a valid Employer Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT)

Experience, knowledge and attributes

1. Demonstrated experience and expertise providing trauma-informed and person-centred case management.
2. Demonstrated success working in an equity related field providing client services. Experience in the areas of discrimination and/or gender-based violence will be highly regarded.
3. Excellent written and verbal communication skills, including the ability to create industry standard case notes, reports and presentations.
4. Applied understanding of equity and inclusion principles, intersectionality and cultural safety and a commitment to ongoing learning and development.
5. Demonstrated sound professional judgement and problem solving skills in complex and sensitive situations.
6. Demonstrated ability to interpret, understand and apply policies, procedures, frameworks and legislation.

7. Demonstrated success working effectively with stakeholders, including consultation, communication, and networking skills, along with the ability to liaise and work effectively with organisational partners.
8. Demonstrated organisational skills to manage multiple tasks and work with competing priorities and deadlines.
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.