

Position Description

POSITION DETAILS	
Title	Director, Workforce Strategy and Capability
Type and Tenure	1.0, ongoing position
Location	Carlton, Victoria. Travel to other locations may be required from time to time as part of this role.
Reports To	Chief Executive Officer
Direct Reports	Four staff
Award and Agreement	Social, Community, Home Care and Disability Services Award 2010 DVRCV Enterprise Bargaining Agreement 2005
Classification	SCHCADS Level 8

CONTEXT	
Organisational Context	<p>Domestic Violence Resource Centre Victoria (DVRCV)'s vision is to create a world in which gender equality ensures women and their children are thriving, respected and free from violence.</p> <p>We are a state-wide organisation working across prevention and response providing:</p> <ul style="list-style-type: none"> • Training courses, forums, events and workshops • Resources for professionals, victims, friends and family • Family violence websites and online resources • Advocacy and policy advice • Information and referrals
Values Statement	<p>We are independent, expert and trusted.</p> <p>Our work is courageous and creative.</p> <p>We operate with integrity.</p>
Role Context	<p>The role of the Director, Workforce Strategy and Capability is to ensure that DVRCV is positioned to respond to the growing family violence prevention and response workforce development needs across the state and to support the implementation of DVRCV's new capability development model.</p> <p>The Director will also be responsible for leading the design and overseeing implementation of innovative workforce development and capability building projects both within and outside of the specialist family violence prevention and response sectors</p> <p>The Director will lead the design of DVRCV's workforce strategy and for providing policy and strategy advice to a range of internal and external stakeholders on effective workforce development and system capacity building.</p> <p>The Director oversees a team of four leaders who manage the day to day activities of the team across four key areas:</p> <ul style="list-style-type: none"> • Capability building • Workforce development projects

	<ul style="list-style-type: none"> • Education and training • Training logistics
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KEY RESPONSIBILITIES	
Strategy and Leadership	<ul style="list-style-type: none"> • Lead the development of a state-wide family violence workforce development strategy for DVRCV, identifying new and emerging opportunities for evidence based, innovative workforce development activity • Work closely with the Director, PVAW to identify shared opportunities for program design, innovation or collaboration within DVRCV • Proactively identify opportunities for DVRCV to extend its education, training and capability building offerings to ensure organisational sustainability • Contribute to the leadership team and strategic direction of DVRCV, including participating in sub-committees of the Board as required • Support the development of a productive and collegiate team with a keen interest in innovation and strategic thinking • Lead by example to maintain an organisational culture that is based on a feminist framework to empower and support women, as well as promoting accountability, quality, good governance and staff wellbeing • Ensure that the work of the workforce development team is aligned to DVRCV's strategic and operational plans
Policy and Advocacy	<ul style="list-style-type: none"> • Monitor state and national trends in family violence policy, practice and research (including progress of the Family Violence Royal Commission recommendations) to inform DVRCV activities • Monitor policy reforms around education, training and workforce development (Victoria and nationally) • Undertake high level strategic advocacy to position DVRCV as a respected and expert state-wide specialist family violence organisation and to build support for DVRCV's capability development model • Lead the development of innovative policy solutions around significant workforce capability and supply issues around family violence prevention and response • Represent the organisation on state-wide governance and advisory structures as requested by the CEO
Income Generation	<ul style="list-style-type: none"> • Proactively seek grant/funding opportunities which will strengthen/expand the activities of the workforce development team • Oversee the development of DVRCV/s fee for service capability development model to support organisational sustainability
Stakeholder Management	<ul style="list-style-type: none"> • Ensure that the work of the workforce development team is aligned to the Funding and Service Agreement with DHHS • Develop and manage strategic relationships with a wide range of key government and non-government stakeholders to support effective, evidence-based capability building across Victoria

	<ul style="list-style-type: none"> ● Represent DVRCV at external meetings, forums, events as required
Contract and Project Management	<ul style="list-style-type: none"> ● Negotiate and manage all large scale, state-wide training contracts in accordance with the contractual requirements ● Support the team to identify and develop innovative project activities that can build DVRCV's reach, reputation or offerings for professionals/organisations ● Provide performance data against the DHHS Funding and Service Agreement (FASA) to the CEO and Director, People and Services as required ● Ensure all requirements in fee for service and government-funded training contracts are adhered to ● Manage training projects (including recruitment of and management of project staff as required) that contribute to the effective delivery of training and accurate recording of training data ● Oversee and provide support for projects that are managed by team members ● Ensure all projects are delivered on time and within budget
Staff Management	<ul style="list-style-type: none"> ● Provide leadership to ensure a cohesive, productive and supported training team ● Manage a team of core DVRCV trainers and sessional staff including training allocation, workload management, support and debriefing, performance development/management and recruitment ● Proactively manage staff performance and professional development to ensure staff wellbeing and retention of high quality staff ● Process all leave requests in a timely manner and monitor accrued leave ● Be responsible for the orientation and induction for any new team members
Operational Management	<ul style="list-style-type: none"> ● Lead the development of a training quality assurance framework and process, and ensure all DVRCV trainers (core and sessional) adhere to this ● Oversee the scheduling, development, delivery and evaluation of high quality training and workforce development activity across Victoria ● Ensure high quality systems, processes and policies are established and maintained to support the effective delivery of state-wide training ● Provide regular performance and project reports to the CEO and Board ● Ensure activities in the annual DVRCV operational plan are completed on time and within budget
Financial Management	<ul style="list-style-type: none"> ● Develop and manage the Workforce Development budget including monthly forecasting and tracking ● Meet financial KPI's and revenue targets to fund sustainable growth
Risk and Compliance	<ul style="list-style-type: none"> ● Through the Manager, Training Logistics, ensure compliance with Australian Quality Training Framework to maintain DVRCV's Registered Training Organisation (RTO) status ● Proactively monitor reputational, financial and other risks around workforce development activity and regularly report to the CEO on these risks and mitigation strategies

	<ul style="list-style-type: none"> Oversee activity led by Training Logistics Team to ensure DVRCV maintains RTO status
Organisational Expectations (same for all staff)	<ul style="list-style-type: none"> Work within an evidence based feminist framework that addresses all violence against women (including family violence) as a gendered issue Adhere to DVRCV's values in your internal activity and when representing the organisation Participate in and contribute to staff meetings/events/celebrations Identify own professional development needs and share new knowledge with others Support the development of new resources, policies and practice Adhere to all policies in the DVRCV Policy Manual

SKILLS AND EXPERIENCE REQUIRED FOR ROLE
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Knowledge, skills and expertise	<ul style="list-style-type: none"> Strong, demonstrated expertise in strategy (within or outside the community sector) Experience working within in or knowledge of the family violence, sexual assault or violence against women sector Demonstrated experience in leadership and staff management Proven ability to develop and maintain positive, long-term relationships with key stakeholders Proven ability to manage large contracts (in excess of \$500,000) Project and contract management skills High level written and verbal communication skills Experience in developing and managing work unit and program budgets in a growth environment Knowledge of current family violence reform Knowledge of AQTF requirements through experience in or with a RTO (desirable but not mandatory)
Qualifications	<ul style="list-style-type: none"> Relevant tertiary qualification (or 8 years' work experience) in Social Work, Human Services, Community Development or related discipline

ADDITIONAL INFORMATION

Work Health and Safety	All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.
Police Check	A national police record check is required as part of the recruitment process.
Equal Opportunity Exemption	DVRCV has an Equal Opportunity Exemption to employ only women (H15/2014).

