



POSITION DESCRIPTION

POSITION TITLE **Sexual Violence Prevention Program Lead**

CLASSIFICATION **Social, Community, Home Care and Disability Services Industry
Award 2010 Level 6**

ROLE OBJECTIVE

The Sexual Violence Prevention (SVP) Program Lead is responsible for the successful and professional management of LHA's SVP program. The core focus of this role is to ensure that LHA's SVP program is delivered to the highest standard and is guided by current research and models of best practice. As a peak body, LHA is not a direct service or program provider, LHA works with partners across Australia to deliver programs and initiatives with LHA providing high level national coordination. This role requires demonstrated high level project and partnership management experience.

A key objective of this role is to represent LHA in the broader service system relative to sexual violence prevention (SVP), intimate partner violence (IPV) and domestic and family violence (DFV). The role requires high-level leadership and representational skills and management experience with an ability to build the capacity of LHA and its member organisations to engage effectively in SVP, IPV and DFV specific to LGBTIQ+ communities.

This position sits in LHA's leadership team and will work closely with LHA's policy / research and mental health and suicide prevention programs to ensure integration and strategic decision making across the organisations' work. As a national health peak, LHA is committed to strong leadership and building the capacity of our LHA member organisations and external stakeholders to address broader structural inequities impacting the health and wellbeing of LGBTIQ+ communities. The work of this role is guided by the key performance indicators in LHA's program contracts.

All staff are required to ensure that within their role and delivery of their work, they consider and incorporate the needs of the LGBTIQ+, Aboriginal and Torres Strait Islanders, BrotherBoys and SisterGirls.

REPORTING STRUCTURE

This position reports to the Deputy Chief Executive Officer.

This position does not include direct reports; however, it is expected the SVPP Program Lead will work closely with LHA member organisations involved in the delivery of the SVP program, LHA Director Mental Health and Suicide Prevention, Director Training and Capacity building and the Policy and Research Director.



PRINCIPLE DUTIES

Strategic Direction

- Develop and implement strategies to ensure LHA contributes effectively to integrated and coordinated responses relative to SVP, DFV and IPV in LGBTIQ+ communities.
- Provide strategic advice on violence prevention initiatives to ensure LGBTIQ+ communities are represented.
- Develop strategies that identify and support innovative external partnership arrangements and source new funding opportunities for SVP, IPV and DFV projects.
- Working with LHA Deputy CEO and CEO to identify opportunities for the development of proposals to secure funding.

Leadership

- Provide strong leadership in the delivery of SVP program to ensure that key performance indicators are met.
- Work with LHA's leadership team to ensure compliance with all relevant legislation and contractual obligations, organisational policies, and strategic development
- Demonstrate personal integrity and professionalism and behaviours that actively promote a positive and productive organisational and workplace culture.
- Represent LHA at relevant forums, reference groups, interagency and other committees that focus on LGBTIQ+ SVP, IPV and DFV.

Stakeholder Engagement and communication

- Work with the SVP advisory group of LGBTIQ+ organisations, sector experts and/or individuals to provide a strategic and coordinated approach for the SVPP program to have legitimacy and credibility.
- Strong collaboration with LHA partners, NGO's and government organisations to prevent violence against at risk LGBTIQ+ populations.
- Ongoing engagement with LHA partners in the successful implementation, monitoring, and management of SVP program.
- Manage relationships with LHA program partners to ensure SVP program is delivered consistently and to the highest standard.
- Manage stakeholder relationships and communication in a way that demonstrates respect, confidentiality and care for employees, Board of Governance members, partners and all stakeholders.

Programs and Capacity Building

- Collaborate with an evaluation and research consultant to support partner organisations leading pilot project sites to build the necessary grounding in project design, including theories of change, data and research capability and capacity.
- Be responsible for the high- level management of the SVP program including, DFV and IPV, to support high quality outcomes, timely delivery and evaluation.
- Contribute to the delivery of LHA's programs to ensure that key performance indicators are met.



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- Actively contribute to the development and implementation of organisational policy, particularly within areas of responsibility and accountability.

Operations

- Ensure compliance with all relevant legislation and contractual obligations, organisational policies and procedures.
- Exercise financial and human resource management and delegations in accordance with the authority delegated by the Board of Directors.
- Effective management of budgets relating to the SVP program.
- Prepare, complete and submit documentation and performance reports to funding body in accordance with Organisational standards and timeframes.
- Actively contribute to the development and implementation of organisational policy, particularly within areas of responsibility and accountability.
- In collaboration with the Leadership Team, manage project deliverables according to key outcome measures within LHA's funding agreement and preparation of annual plans to reflect these goals.

Other Duties

- Perform other duties and contribute to LGBTIQ+ project activities of LHA, in any project area, as requested from time to time by the Deputy Chief Executive Officer or Chief Executive Officer.
- This position may involve work outside normal business hours, e.g. occasional evening teleconferences and work required to meet critical deadlines.
- Maintain a clean and safe workspace and abide by workplace health and safety policies and all other LHA policies and procedures.
- Willingness to travel within Australia.
- Undertake other tasks as directed.
- Adopt continuous learning and improvement processes in all aspects of the position.
- Understand, implement, participate and promote Organisational Policies and Procedures, and Workplace Health and Safety (WHS) objectives, processes and procedures.

KEY SKILLS AND EXPERIENCE

Qualifications

- Minimum three years executive management experience in health, education, or human services and/or extensive experience in health/welfare management, especially in the NGO sector.
- Tertiary qualifications with relevant experience in relation to mental health and wellbeing, education, social science or other relevant field.

Experience Required

- Demonstrated working knowledge of the LGBTIQ+ community-controlled organisations delivering violence prevention projects. Strong working relationships within these sectors as well as with the government and non-government health sectors.



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- Demonstrated experience and a successful track record of programmatic management and implementation of health and wellbeing programs including the development, implementation and evaluation of violence prevention projects within a community organisation context.
 - Contemporary knowledge of risk issues impacting the propensity of violence in LGBTIQ+ communities.
 - Good knowledge and understanding of national violence prevention frameworks and plans.
 - Good knowledge and understanding of research and best practice relative to national violence prevention strategies.
 - Awareness and understanding of the health disparities that impact LGBTIQ+ communities, for example, social inclusion, minority stress, mental and social health.
 - Knowledge of the current health disparities and issues affecting indigenous LGBTIQ+ BrotherBoy and SisterGirl communities.
 - Demonstrated understanding of and commitment to human rights for LGBTIQ+ people and communities.
 - Experience in working effectively and collaboratively in a small team environment, with minimal supervision.

Computer Skills

- Good working knowledge of Microsoft Office (Outlook, Word and Excel).
- A working knowledge of Microsoft Planner and Nation-builder platforms.

Aptitude and Interpersonal Skills

- Outstanding interpersonal and negotiation skills for achieving results while maintaining important relationships and for representing the organisation.
- Ability to effectively manage by exception.
- Superior communication skills, including written and verbal presentation skills, diplomatic and effective liaison and interpersonal skills.
- Excellent administrative and organisational skills and the ability to work with a demanding workload in a timely way.
- Strong planning and evaluation skills, including the capacity to analyse data and apply research and evaluation findings.
- Capacity to work productively in a team both with LHA, its Member Organisations and other organisations.
- Proven ability to organise, administer, prioritise and meet deadlines, in particular when there are competing demands and contracted timeframes and the requirement to delegate.
- Ability to work collaboratively to resolve complex issues, including with stakeholders who may hold differing views and conflicting interests.
- Excellent judgement to manage and advise on sensitive issues that may involve reputational risk.
- Strong initiative and self-motivation and ability to work autonomously and as part of a team.



KEY PERFORMANCE INDICATORS (KPI's)

- Member service and satisfaction, servicing both internal and external clients/members (customer, staff, member, stakeholder feedback).
- Satisfactory achievement of ongoing targets, goals and objectives as set and agreed with the Chief Executive Officer and the Organisation.
- Accuracy of data entry, filing, documentation and information management within the Organisation's database and systems.
- Responding to and answering telephone calls, enquiries and emails within set timeframes and managed in accordance with Organisational standards.
- Preparing, completing and submitting documentation and reports in accordance with Organisational standards and timeframes.
- Manage and deliver high quality programs and projects within agreed timeframes and to the standard expected of the Organisation.
- Meet budget or forecast targets as agreed with the Deputy Chief Executive Officer.
- Ensure that performance reviews are completed within set timeframes.
- Activities undertaken are fully compliant with statutory, commercial and legal requirements.
- Management, supervision, utilisation, development and engagement of staff reporting to the position including effective performance management.
- Following instructions and completion of tasks in a timely, accurate and efficient manner that meet the requirements of the organisation, members and required regulatory standards.
- Following, utilisation and promoting of Organisational Policies and Procedures, Organisational Core Values and Work Health and Safety (WHS) requirements.