

CatholicCare NT Role Description

Position Title		DFV Policy Coordinator
Position Number	CC2390	
Salary	Base Salary SCHADS Level 6 Plus superannuation guarantee, 17.5% leave loading and salary packaging option	
EFT	Full time 38 hours per week Monday to Friday 8.30am – 5pm	
Location	Darwin City	
Commencement	ASAP	
Completion	30 June 2026	
Last Reviewed	NEW POSITION	

1. Program Description

CatholicCare NT (CCNT) is a not-for-profit organisation, providing a range of social services and programs to individuals, couples, families, children, groups and agencies across the Northern Territory. While CCNT delivers a number of specialised Domestic Family Violence (DFV) services, a high proportion of our overall participants are impacted by domestic and family violence.

The Northern Territory Government has funded a Supporting Risk Assessment Management Framework (RAMF) Implementation Grants Program to improve DFV responses for organisations delivering universal social services to support an integrated, domestic and family violence informed service system.

2. Purpose of the Position

The Domestic Family Violence Policy Coordinator is responsible for developing and aligning policy, procedure, guidelines and tools that implement RAMF practices and principles across the CCNT service system. As part of the CCNT Quality Team this position supports continuous practice improvement through systems monitoring and practice development. With the aim of supporting consistent implementation of RAMF practices and principles across an integrated service delivery system.

The position works in collaboration with the Quality Systems Coordinator, Managers and other key staff to ensure consistency of practice.

3. Organisational Relationships

Exercises a degree of autonomy and reports to the General Manager Quality Systems.

May manage a work area/medium organisation or multi-worksite organisation.

4. SCHADS Level 6 Characteristics

- Operate under limited direction from senior employees or management and undertake a range of functions for which operational policies, practices and guidelines may need to be developed.

- Scope to influence the operational activities of the organisation and would require incumbent to be involved with establishing operational procedures, which impact upon the organisation and/or the sections of the community served by it.
- Expected to contribute to management of the organisation, assist or prepare budgets, establish procedures and work practices.
- Involved in the formation of programs and work practices and will be required to provide assistance and/or expert advice to other employees.
- May be required to negotiate matters on behalf of the organisation.
- Responsibility for decision-making in the particular work area and the provision of expert advice.
- Provide consultation and assistance relevant to the workplace.
- Set outcomes for the work areas for which they are responsible to achieve the objectives of the organisation.
- May be required to undertake the control and co-ordination of a program, project and/or significant work area, which requires a good understanding of the long-term goals of the organisation.
- Exercise managerial responsibility, work independently as specialists or may be a senior member of a single discipline project team or provide specialist support to a range of programs or activities.
- Positions at this level may be identified by:
 - impact of activities undertaken or achievement of stated outcomes or objectives for the workplace;
 - the level of responsibility for decision-making;
 - the exercise of judgment;
 - delegated authority;
 - and the provision of expert advice.
- Managing time is essential so outcomes can be achieved.
- High level of interpersonal skills is required to resolve organisational issues, negotiate contracts, develop and motivate staff.
- Will be required to understand and implement effective staff management and personnel practices.

5. Key Responsibilities and Performance Standards

5.1 Develop and align policies, procedures and guidelines to implement RAMF practices and principles

- Develop and align organisational policies, procedures, guidelines and practice tools consistent with continuous CCNT quality management processes that implement and maintain an integrated DFV informed service system.
- Review, develop and monitor the implementation of RAMF practices and principles across programs using continuous quality processes including auditing, and practice development.
- Monitor and report on the development of RAMF practices to ensure that it is consistent with RAMF standards and principles. Represent CCNT through inter-sector collaboration.

5.2 Supporting the development and implementation of DFV informed practice

- Coordinate and implement the CCNT DFV Community of Practice in collaboration with key Managers and specialist staff.
- Coordinate staff participation in RAMF training and develop policies on mandatory RAMF training for appropriate staff.
- Provide relevant 'in house' development opportunities to program and other staff to increase practice development.
- Collaboratively embed culturally safe and appropriate policies and practices so that Aboriginal and Torres Strait Islander participants experiencing or committing DFSV, and participants from Culturally and Linguistically Diverse backgrounds experiencing or committing DFSV, are safely supported and assisted. This includes collaboration with relevant services, use of interpreters, professional development for staff and client feedback processes.

5.3 Participate in Reporting, Supervision, and Evaluation activities by

- Participate in supervision and where required contribute to the supervision of other staff through case review.
- Data collation and analysis and reporting on all practices related to implementation and monitoring of RAMF policy, procedures and tools.
- Providing reports and feedback as requested, and to meet contractual reporting requirements.
- Actively participating in evaluation activities.

5.5 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty eight (48) hours.

6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance.
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability.
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required.
- Ability to represent CCNT in a culturally appropriate and professional manner at all times.

7. Work Conditions

The DFV Policy Coordinator is located in a busy, open area office. Some travel to regional and remote areas may be required. This may include travel, by car on unsealed roads, in light aircraft and basic accommodation.

Selection Criteria

- 1) Relevant qualification in behavioural science, psychology, counselling or social work.
Prerequisites:
 - I. degree with substantial experience;
 - II. post graduate qualification;
 - III. associate diploma with substantial experience;
 - IV. attained through previous appointments, service and/or study with a combination of experience, expertise and competence sufficient to perform the duties required at this level.
- 2) Experience in working with those affected by domestic and family violence.
- 3) Experience in the development, implementation and ongoing review of policies and procedures.
- 4) Strong interpersonal and communication skills including data collection and report writing.
- 5) Demonstrated cultural competency, particularly in working with Indigenous people.

8. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (ICHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as a mandatory worker position for the purpose of directions issued by the NT Chief Health Officer.
- 7) Six-month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.