

POSITION DESCRIPTION

Position Title:	Community Strengthening Facilitator – Preventing Family Violence		
Classification:	Band 6	Status	Part Time – ongoing
Group:	Liveable Communities	Business Unit:	Community & Family Services
Reports to:	Team Leader Community Strengthening		
Direct Reports:	NA	Date:	June 2024

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Develop and maintain effective and collaborative partnerships with internal and external stakeholders to support a whole of community approach to stop, prevent and end family violence in Cardinia Shire.
- Lead Cardinia Shires family violence network (Together We Can) in the engagement, development, implementation, and evaluation of strategies and actions to advance the common agenda to stop, prevent and end family violence under the Liveability Plan utilising a collective approach.
- To support sectors of the Cardinia community and levels of government to align their efforts to a common agenda to address family violence and its impact on women, children and families.
- To implement an adaptive and responsive approach to strengthening community wellbeing in line with community and Council priorities.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Guide, support and assist community groups, organisations and individuals to build their capacity to recognise and address the drivers of gendered violence all forms of violence against women through the provision of training, resources, events, programs and services.
- Share local knowledge and feedback with key stakeholder organisations and networks.

- Access and build on local data to ensure that timely and accurate information is available to networks, Councillors, Council's senior management and other Council units.
- Facilitate community engagement to support key partners in researching community issues and ideas for strengthening community safety.
- Ensure the voices of children and residents are the priority voices for informing vision, planning, solutions and outcomes for the prevention of family violence.
- Build capacity and strengthen relationships across community settings including education, health, sports and recreation, faith based, multicultural, Aboriginal and business groups and encourage their participation in initiatives.
- Facilitating continuous communication with and between key stakeholders via the most appropriate platform.
- Coordinate the planning of events and key campaigns in relation to gender inequity and family violence.
- Support the coordination of shared measurement and evaluation activities and communicate progress to the broader community.
- Contribute to local, state and national funding applications that advance the common agenda to stop, prevent and end family violence and address gender inequity.
- Contribute to internal and external initiatives that address the drivers of family violence and gender inequality.
- Attend Communities of Practice and networks working in Gender Equality and Prevention of Family Violence.
- Participate and provide advice to Council's internal Respect and Equality Committee and support White Ribbon activities.
- Undertake administrative duties including organising meetings, preparing agendas and keeping minutes of Councils family violence network (Together We Can).
- Represent Council at official functions, meetings, seminars etc. both during and outside normal working hours, as necessary to effectively carry out the position and to convey a positive public image of Council.
- Any other duties within limits of the employee's skill, competence and training.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.

- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Manage business unit operational budget within set parameters and delegation of authority.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

JUDGMENT AND DECISION MAKING

- It is paramount that vulnerable community members are safeguarded and there may be times when there are safety concerns. It is the responsibility of the Facilitator to adhere to internal policies including the Child Safe Standards and Policies, using good judgment on when to seek additional advice and guidance should a notification to protective services need to be made.
- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of community development theory and/or the Collective Impact Framework and the importance of using data to maximise social impact.
- Demonstrated understanding of the key drivers of violence against women and family violence, and the role that all community settings, agencies, governments and workplaces play in building safe and inclusive communities.
- Understanding of emerging trends to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Understanding of systems and complexity theory as applied to grass roots social change.
- Proven community engagement, facilitation and negotiation skills working across all levels of community.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Ability to represent Council effectively in public and private forums.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in community development or Social Services and/or demonstrated experience in managing a wide range community projects and or community engagement preferably in a local government service environment.
- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- Demonstrated experience in working collaboratively to achieve outcomes and maintaining effective and respectful relationships
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Demonstrated understanding of the key drivers and emerging trends of violence against women,
- Knowledge of community development theory and the Collective Impact Framework and the importance of using data to maximise social impact.
- Demonstrated success in working in partnership with others to co-design projects and achieve agreed goals/outcomes
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Knowledge and experience of Family Violence policies, plans and relevant acts and regulations.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure	This is a part time (0.6 FTE) ongoing position.
Pre-employment checks	All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.