

**Position Description**

<b>Name:</b>		<b>Date:</b>	<b>27 April 2021</b>
<b>Position Title:</b>	Principal Strategic Advisor (PSA) — Ovens Murray Family Violence Partnership		
<b>Reporting to:</b>	Executive Officer, Upper Hume Primary Care Partnership		
<b>Direct Reports:</b>	None		
<b>Budgetary Responsibilities</b>	None		
<b>Liaises with Internally</b>	<ul style="list-style-type: none"> <li>• Upper Hume Primary Care Partnership (UHPCP) staff</li> <li>• Gateway Health staff as the auspice organisation for UHPCP</li> </ul>		
<b>Liaises with Externally</b>	<ul style="list-style-type: none"> <li>• The Chair of both Executive &amp; Operations committees of the Ovens Murray Family Violence Partnership (OMFVP)</li> <li>• OMFVP members</li> <li>• Family violence specific services across Ovens Murray (OM) area</li> <li>• Generalist services which have a role in the prevention of or early intervention in family violence</li> <li>• Relevant Victorian Government agencies</li> <li>• Statewide Family Violence Integration Advisory Committee and regional integration committee Principal Strategic Advisors</li> </ul>		
<b>Position Context</b>	<p>The Victorian Government’s Family Violence Royal Commission recommendations accelerated significant reform to improve the safety of victim survivors of family violence, of which women and children are the largest group.</p> <p>The integration of a service system response to family violence is one of the key objectives of reform and is part of a whole of government strategy.</p> <p>The Principal Strategic Advisor has a regional strategic leadership role for the planning and integration of family violence services, informed through both regional experience and state-wide participation. This significant position has the responsibility to work with the OMFVP and other key stakeholders to promote, develop and enhance effective prevention and response to family violence across the service system.</p> <p>The position is funded by the Department of Families, Fairness and Housing.</p>		
<b>Auspice Organisation Context</b>	<p>Upper Hume Primary Care Partnership involves a small team of skilled staff that bring health and community services agencies together, supporting and leading collaborative programs to respond to the multiple, complex challenges facing our community. Staff provide expertise and technical knowledge to support partners work together with a focus the delivery of integrated, responsive health and social care systems that enhance wellbeing outcomes for our communities.</p>		

	<p>UHPCP staff are employed by Gateway Health and are covered by Gateway Health’s organisational policies. The Department of Health has confirmed all PCP staff positions will be maintained beyond the current period of health reform.</p>
<p><b>Code of Conduct</b></p>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>• Maintain a high professional standard and work with integrity</li> <li>• Develop a collaborative working relationship</li> <li>• Communicate with respect and tolerance</li> <li>• Maintain a client focus</li> <li>• Adopt a Continuous Quality Improvement approach</li> <li>• Work within legislative and compliance framework</li> <li>• Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</li> </ul>
<p><b>Best Practice</b>  <i>(Knowledge &amp; application of skills required for this position. Knowledge &amp; understanding of equipment, legislation, policies &amp; procedures)</i></p>	
<p><b>Key Responsibilities</b></p>	<p><b>Agreed Achievements</b></p>
<ul style="list-style-type: none"> <li>• Provide strategic leadership and oversight of the implementation, monitoring and review of the OMFVP Strategic Plan in accordance with State Government’s policy frameworks.</li> <li>• Maintain an overview of key policy and program developments and identify implications and opportunities at a local level.</li> <li>• Provide informed, considered and evidence-based advice on service coordination and policy to the OMFVP, government and other professionals.</li> <li>• Coordinate capacity building initiatives (e.g. workforce development and cross sector linkages) to support the safety of victim survivors and accountability for perpetrators.</li> <li>• Identify, and promote successful integrated service system models.</li> <li>• Oversee the fulfilment of reporting to relevant funding bodies’ requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• State Government policy is evident in the actions and activities of the OMFVP</li> <li>• Matters presented to the OMFVP are evidence-based and enhance integrated responses to FV</li> <li>• All relevant reporting is completed in an effective and timely manner</li> </ul>
<p><b>Research, Leadership and Education</b>  <i>(Demonstrated experience and understanding of the need for continuation of personal &amp; professional development)</i></p>	
<p><b>Key Responsibilities</b></p>	<p><b>Agreed Achievements</b></p>
<ul style="list-style-type: none"> <li>• Represent the OMFVP and initiatives from the region in relevant regional and state-wide forums.</li> <li>• Develop and maintain strategic relationships with key stakeholders involved in provision of</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders understand and value the role of the OMFVP</li> <li>• Stakeholders seek the knowledge of the PSA and OMFVP prior to undertaking strategic actions</li> </ul>

<p>prevention activities, specialist family violence and related services.</p> <ul style="list-style-type: none"> <li>• Maintain strong connections and work collaboratively with key regional networks and groups including Aboriginal and Torres Strait family violence, homelessness and family services.</li> <li>• Be a conduit and provide a point of coordination for government and the integrated family violence services system.</li> <li>• Take a lead role in developing partnerships between services, encouraging collaboration in operations and innovation in integrated service delivery.</li> <li>• Ensure regional engagement in family violence reform processes through leading and supporting co-design and consultations.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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**Team, Culture Building and Communication**  
*(Communication & interpersonal skills including liaising with internal & external stakeholders)*

<b>Key Responsibilities</b>	<b>Agreed Achievements</b>
<ul style="list-style-type: none"> <li>• Work collaboratively and proactively to achieve team and organisational goals.</li> <li>• Provide strategic advice on the development of new family violence programs, services and initiatives.</li> <li>• Support the sound governance and operations of the OMFVP.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% attendance to team meetings</li> <li>•</li> </ul>

**Clinical and Administrative Systems**  
*(Org processes, admin & documentation requirements, professionalism & timely reporting)*

<b>Key Responsibilities</b>	<b>Agreed Achievements</b>
<ul style="list-style-type: none"> <li>• Play a key role in organisational planning including annual review of strategic direction and development of operational plans.</li> <li>• Maintain data collection as required</li> </ul>	<ul style="list-style-type: none"> <li>• Complete documents and notes within agreed time frames and in accordance with GH policies and procedures</li> </ul>

**Quality, Safety and Compliance**  
*(commitment to ensuring quality services are delivered to both internal and external clients through continuous improvement)*

<b>Key Responsibilities</b>	<b>Agreed Achievements</b>
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<ul style="list-style-type: none"> <li>• Provide and update Working with Children(s), Disability Workers Exclusion scheme and Police Checks and immediately report any changes to their status to Gateway Health</li> <li>• Ensure an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines</li> <li>• Ensure a safe working environment for yourself, your colleagues and members of the public</li> <li>• Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the Gateway Health workforce</li> <li>• Contribute to organisational quality and safety initiatives</li> <li>• Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public</li> <li>• Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements</li> <li>• To continually develop both personally and professional to meet the changing needs of your position, career and organisation</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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**Key Selection Criteria**

***Applicants MUST address the Selection Criteria below when completing an employment application***

**Essential**

1. Appropriate tertiary qualification in a relevant discipline
2. Demonstrated family violence and service systems expertise including an understanding of issues relating to the gendered nature of family violence
3. Knowledge of the family violence service system and relevant government policy
4. Demonstrated experience in planning, development, delivery and evaluation of projects including community education and development activities and materials
5. Familiarity with and experience in the convening, facilitation and maintenance of meetings
6. Demonstrated experience in building/ maintaining strategic and collaborative relationships with a broad range of key stakeholders in community/government sectors at management level
7. Highly developed and demonstrated communication skills – both verbal and written
8. Strong management and organisational skills
9. Ability to work both independently and as part of a team and respond flexibly to team demands and priorities
10. Current Australian Drivers Licence or accepted International Drivers licence

**Desirable**

- Experience in community service sector at a senior level
- Understanding of the role of organisations and communities across the family violence continuum in the Ovens Murray region

Aboriginal and Torres Strait Islander peoples are encouraged to apply.

**Inherent Requirements**

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at other locations may be required

**Award and Conditions**

- 0.6 EFT, 22.8 hours per week ongoing subject to funding
- HS5
- Salary packaging as per Gateway Health policy
- 6 month probationary period
- Flexibility in location – travel will be required as part of the role

Victorian Stand Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022

**Performance Monitoring**

An initial review of performance will be undertaken within six (6) months and then formally reviewed every 12 months based upon this position description.

<b>Last Appraisal Date</b>	
<b>Next Appraisal Date</b>	

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

**Accepted by:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_