Safer Community Program – Advisor

POSITION DESCRIPTION

Student and Scholarly Services
Chief Operating Officer Portfolio

POSITION NUMBER
0052640, 0052971

PROFESSIONAL CLASSIFICATION
UOM 6 - $87,007 - $94,181 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION
Employer contribution of 17%

WORKING HOURS
Full Time (1 FTE)

BASIS OF EMPLOYMENT
Continuing

HOW TO APPLY
Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

CONTACT FOR ENQUIRIES ONLY
Ben Bajonat, Manager Safer Community Program
Email: benjamin.bajonat@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation’s evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University’s budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.
EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION
The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE
Position Purpose:
The Safer Community Program (SCP) operates as the University's central support service for staff and students who have experienced sexual misconduct, family/intimate partner violence and other threatening or concerning behaviors. The Advisor position will work with senior SCP colleagues to provide a trauma informed response to disclosures and/or reports from staff and students, which may include referral to specialist support services and assistance with reporting to the University and or external agencies. The position will respond to and escalate to SCP senior colleagues, enquiries made by staff in relation to the management of concerning or threatening behaviors and engage with internal and external stakeholders to support students who may be exhibit such behaviors. The position will also provide proactive outreach to students under the age of 18 or who have been identified as vulnerable, due to mental health or other considerations, to facilitate their personal safety and wellbeing.

Reporting line: Manager, Safer Community Program
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: Limited
Key Dimensions and Responsibilities:
Task level: Moderate
Organisational knowledge: Moderate
Judgement: Significant
Operational context: *

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:
- Triage and escalate as appropriate, staff and student disclosures and reports of sexual misconduct, family/intimate partner violence and other threatening or concerning behaviors
- Provide information to assist impacted staff and students navigate University systems and processes which may include complaints, special consideration and enrolment.
- Respond to and escalate enquiries from academic and professional staff, external stakeholders on the management of concerning and threatening behaviors
- Provide proactive outreach to vulnerable and or underage students as per the University's duty of care and legislative obligations
- Maintain confidential records and prepare reports as required
- Participate in practice supervision and professional development opportunities to enhance practice
- Other duties as directed commensurate with scope and classification of the position

Selection Criteria:
Education/Qualifications
1. The appointee will have qualifications in a relevant discipline, such as Psychology, Social Work or Community Services and demonstrated experience or an equivalent combination of relevant experience and education/training.

Knowledge and skills:
2. Demonstrated adoption of values by acting in the best interest of the University; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.
3. Demonstrated experience in case management and understanding of drivers and impacts of sexual misconduct and other concerning and threatening behaviors
4. Demonstrated expertise in working with diverse service users including those presenting with challenging behaviors
5. Demonstrated understanding of legislation and policy frameworks relating to sexual misconduct, family violence, child safety, equal opportunity, and privacy
6. Demonstrated understanding of complaint resolution processes and underpinning principles of natural justice
7. Experience in the management of confidential and sensitive material, such as case notes and other records
8. Demonstrated ability to exercise initiative, to solve complex problems and to take direction from senior colleagues
9. Expertise in communicating effectively to internal and external service stakeholders, particularly in time critical situations.
10. Well-developed organizational skills, and experience in managing unpredictable workloads and meeting tight deadlines.
11. Demonstrated capacity to maintain a high standard of professional behavior extending to a commitment to teamwork, personal resilience, and ethical practice

Desirable:
12. Previous experience working in tertiary and /or wellbeing related services.

Other job related information:
Occasional work out of ordinary hours

Special Requirements:
Employment in this position is conditional upon reception and maintenance of a Working with Children Check