# POSITION DESCRIPTION

**Student and Scholarly Services**  
Chief Operating Officer Portfolio

## Senior Safer Community Advisor (Staff)

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0054425</th>
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<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 8 - $108,009 - $116,906 per annum (pro rata for part-time)</td>
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<tr>
<td>STANDARD/SALARY</td>
<td></td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
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<tr>
<td>HOW TO APPLY</td>
<td>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, 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.</td>
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| CONTACT FOR ENQUIRIES ONLY | Cath Sedunary  
Associate Director, Campus Community  
Email catherine.sedunary@unimelb.edu.au |

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For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://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 University’s People Strategy 2015-2020 and policies that address 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.

ABOUT THE ROLE
Position Purpose:

The Safer Community Program (SCP) operates as the University's central support service for members of the University community who have experienced sexual misconduct (sexual assault and sexual harassment), family/intimate partner violence, or other threatening or concerning behaviours.

Situated as part of the SCP leadership team, and reporting to Chancellery HR, the Senior Advisor will provide trauma informed support to current and former University of Melbourne staff who have experienced sexual misconduct. This support extends to responding to disclosures of sexual misconduct, referral to specialist agencies, assistance with reporting incidences of sexual misconduct to Victoria Police or the University. The Senior Advisor will play a key role in the case management of staff engaged in formal complaint and investigation processes to ensure appropriate levels of support, consistent with trauma informed best practice and the principles of procedural fairness and natural justice. The Senior Advisor will also provide information and/or secondary consultations to key University stakeholders around the management of disclosures and reports of sexual misconduct made by staff, and lend expertise to the development of University resources and other initiatives on this topic.

Reporting line: Director, Workplace Relations
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: $0

**Key Dimensions and Responsibilities:**

Task level: Significant
Organisational knowledge: Moderate
Judgement: Significant
Operational context: Whole of University

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:**

- Work with colleagues from Chancellery HR to provide a trauma informed response to disclosures or reports of sexual misconduct made by current and former staff
- Respecting the decision making and agency of the individual, assist staff to make a formal report to Victoria Police or a complaint to the University
- Apply agreed best practice principles and approaches to support staff participating in formal complaint and investigation processes
- Refer staff to the SCP and other services within and external to the University, to ensure appropriate levels of support to address matters of personal safety
- Act as the first point of enquiry and provide expert advice on the management of disclosures and reports of sexual misconduct made by staff
- In consultation with the Manager of the SCP, escalate urgent staff matters to the Director of Workplace relations for a time critical response
- Adhering to the relevant privacy requirements, report sensitive matters that relate to the reputation of the University to the Director of Workplace Relations
- Work with colleagues in the SCP where an allegation of sexual misconduct is made by staff against a University of Melbourne student
- Maintain accurate and detailed records of incidents and case information, keeping information management databases up to date
• Demonstrate practice leadership to enhance the professional knowledge and skills of the SCP team, by sharing expertise and experience particularly in relation to best practice approaches to addressing sexual misconduct

• 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 Human Resources Psychology, Social Work or and demonstrated experience or an equivalent combination of relevant experience and education/training.

Knowledge and skills (Essential):

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 evidenced based, best practice case management, and working with people who have been impacted by sexual misconduct

4. Demonstrated expertise in complaint resolution processes and underpinning principles of natural justice and capacity to provide evidenced based support to complainants and respondents in sexual harm matters.

5. Demonstrated expertise in the provision of time critical and expert advice around risk and personal safety and working with stakeholders such as Victoria Police, and other emergency services

6. Demonstrated expertise in the application of legislative and policy frameworks associated with sexual misconduct

7. Demonstrated experience in practice leadership of multidisciplinary teams in large complex organisations, particularly in the area of sexual misconduct

8. Demonstrated ability to build trusting and productive relationships with stakeholders with diverse needs, perspectives, and competing priorities within in a large and complex organisation

9. Demonstrated commitment to ethical practice and personal resilience

10. Excellent verbal and written skills, with demonstrated experience in the management of confidential and sensitive material documentation including, case notes and related documentation

Knowledge and skills (Desirable):

11. Previous experience working in tertiary and /or human resources related settings

Other job related information:

1. This position requires the incumbent to hold a current and valid Working with Children Check