### Senior Advisor-Safer Community Program

**POSITION NUMBER**
0053099

**PROFESSIONAL CLASSIFICATION**
UOM 8 - $108,009 - $116,906 per annum (pro rata for part-time)

**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](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.
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*Please do not send your application to this contact*
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. As part of the SCP leadership team, the Senior Advisor will work with colleagues and monitor the provision of a trauma informed response to disclosures and/or reports from staff and students. Specifically, the Senior Advisor will have responsibility for the case management of complex student cases, and the provision of secondary consultations to key stakeholders across the University, on matters relating to sexual misconduct, intimate sexual misconduct, family/intimate partner violence and other threatening or concerning behaviors. The Senior Advisor will also assist the Manager as an additional point of contact to respond to urgent student matters, critical incidents and/or child safety reports. The Senior Advisor will contribute to the practice standards and knowledge base of the SCP particularly in case management, risk assessment and mitigation.
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:

- Work with colleagues to provide a trauma informed response to disclosures or reports made by students and staff sexual misconduct, family/intimate partner violence and other threatening or concerning behaviors. This will include acting as a point of escalation and advice to SCP advisors.
- Utilising evidence-based frameworks undertake the case management of complex student cases, escalating to the Manager of the SCP as appropriate.
- Provide secondary consultations to University stakeholders around matters of sexual misconduct, family sexual misconduct, family/intimate partner violence and other threatening or concerning behaviors.
- Provide time critical and evidenced based advice to assist in the management of incidents where a member of the community engages in behaviours of concern, relating to personal safety.
- Provide an effective response to reports concerning the safety of children and students under the age of 18.
- Work collaboratively with colleagues in the area of complaints management to support students engaged in the University complaints processes, including complainants and respondents.
- Maintain accurate and detailed records of incidents and case information, keeping information management databases up to date.
- Represent the SCP at relevant network meetings and professional development forums.
• 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 and family/intimate partner violence.
• 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:
1. 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.
2. Demonstrated experience of practice leadership in large complex organisations, including experience in the application of best practice approaches to working with people who engage in or are impacted by sexual harassment, sexual assault, family/intimate partner violence and other concerning, inappropriate and unlawful behaviours.
3. Demonstrated expertise in the provision of expert advice around behaviour management and risk within large organisation and working with stakeholders such as Victoria Police, and emergency services
4. Demonstrated expertise in the application of legislative and policy frameworks associated with sexual harassment, sexual assault, family/intimate partner violence and child safety.
5. 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.
7. Demonstrated ability to build trusting and productive relationships with stakeholders with diverse needs, perspectives, and competing priorities within in a large and complex organisation.
8. Excellent written skills demonstrated in a capacity to produce confidential and sensitive reports, case notes and related documentation.
9. Demonstrated experience in the application of professional practice standards, leading the professional development of others, whilst contributing to a positive and robust team culture.

Desirable:
10. 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.