SENIOR RESPECTFUL COMMUNITIES TRAINER

DEPARTMENT/UNIT: Respectful Communities

FACULTY/DIVISION: Campus Community Division

CLASSIFICATION: HEW Level 7

WORK LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Campus Community Division is charged with leadership, management and innovation in the provision of high quality non-academic services to Monash students and staff. The Campus Community Division aims to create a vibrant, inclusive, caring and safe campus experience for students and staff through the provision of innovative non-academic programs and services, which strengthen community and foster wellbeing and performance. More information about the Campus Community Division can be found at www.campuscommunity.monash.edu.

The Respectful Communities team has been created in response to the Respect.Now.Always. campaign and the commitment of all Australian universities to work to end gender-based violence across campuses. Respectful Communities’ work with other areas of the University has led to the implementation of all nine recommendations of the Australian Human Rights Commission Change the Course Survey. In order to prevent sexual and interpersonal violence and other inappropriate behaviours, Respectful Communities lead a range of workshops and training to create and maintain a safe community at Monash.

POSITION PURPOSE

The Senior Respectful Communities Trainer is responsible for coordinating the development, delivery and evaluation of training content for Respectful Communities focused on the prevention of gender based violence within our community of students. This includes supporting the development of new training programs, developing content for online and face-to-face delivery and providing expert and specialised training knowledge and advice to a range of staff and clients.

The Senior Respectful Communities Trainer is expected to facilitate, manage and evaluate course content, and implement improvements as required.

Reporting Line: The position reports to the Manager, Respectful Communities under broad direction

Supervisory Responsibilities: This position provides direct supervision to up to four casual staff as required throughout the year
Financial Delegation: Not applicable
Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to the sharing of knowledge and expertise in gender-based violence prevention training within the Respectful Communities team and wider University
2. Contribute to primary prevention measures through advocacy and further research on prevention strategies
3. Co-ordinate, develop and implement training plans, programs, materials and systems in accordance with internal and external best practice principles, university policies, procedures and strategic priorities
4. Provide expert, specialist facilitator training (train-the-trainer model), coaching and advice to staff and students to ensure sharing and advocacy of knowledge and skills development
5. Co-ordinate a work environment of continuous review and improvement by overseeing and reporting on process and service efficiency and implementing performance improvement measures
6. Deliver effective, high quality training programs to varied groups of staff and students including provision of expert training advice and support, whilst maintaining privacy, confidentiality and compliance
7. Produce, analyse and report on training and evaluation metrics including training effectiveness
8. Contribute to and co-ordinate communications and marketing strategies and projects, including the development of new training and awareness programs to meet stakeholder needs
9. Build and sustain strong relationships, collaborations and networks with internal and external subject matter experts, associations, student groups, service providers, relevant business units and faculties to deliver high quality and consistent services

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree qualification in a relevant field such as public health or education/training with extensive relevant experience; or
   - extensive experience and management expertise in gender based violence prevention; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience in instructional/educational design and the development and maintenance of face-to-face and online training programs and resources
3. Sound knowledge of gender, gender equality and gender based violence prevention
4. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
5. Proven ability to deliver and evaluate training courses for learners, using both traditional and multimedia formats and aligned to business requirements
6. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
7. Demonstrated analytical, research and problem solving skills and the ability to provide expert advice and prepare professional reports and documentation
8. Highly developed interpersonal and communication skills with the ability to negotiate and interact positively with internal and external stakeholders at all levels including students

9. Highly developed computer literacy skills with considerable understanding and knowledge of a wide variety of ICT applications, systems and programs

10. Proven ability to manage and build skills within staff and students

OTHER JOB RELATED INFORMATION

- A current satisfactory Working With Children Check is required
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.