

## Position Description

### Senior Coordinator, Respectful Communities Development

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<b>Position No:</b>	New
<b>Business Unit:</b>	Health, Wellbeing and Inclusion
<b>Division:</b>	Deputy Vice Chancellor (Students)
<b>Department:</b>	Health, Wellbeing and Inclusion
<b>Classification Level:</b>	HEO7
<b>Employment Type:</b>	Full-time, Continuing
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

The Senior Coordinator, Respectful Communities Development, empowers and develops the University community's skills in managing problem and disruptive behaviour through education and training. The incumbent will undertake extensive engagement and outreach activities to prevent sexual harm and all forms of problem behaviours.

The position is located within the Strategy, Prevention and Education Services and will work closely in a team of health promotion and primary prevention practitioners. This position reports to the Senior Manager, Strategy, Prevention and Education.

### **Duties at this level will include:**

- Coordinate, develop and deliver a suite of education and training programs on the management and response of problem, concerning and disruptive behaviour, including first responder training in managing disclosures of sexual harm, active bystander intervention training, harassment, stalking and bullying.
- Coordinate and deliver a range of primary prevention, education and communications campaigns.
- Anticipates customer needs/requests, identifying opportunities and facilitating change.
- Providing policy advice on primary prevention and educational programs.
- Develop a range of accessible online content and resources on a range of issues such as stalking, harassment, sexual harm, discrimination, bullying, vilification, family violence, threats and violence.
- Review and evaluate the efficacy of primary prevention programs.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Completion of a degree in either community development, health promotions, gender studies, sociology, social work, psychology, forensic mental health or education with at least four years of subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated skills in research, evaluation or interpretation of data
- Demonstrated organisation and problem solving skills, with an ability to manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve problems.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated contemporary knowledge and attitude towards sexual assault, sexual harassment, and family violence.
- Extensive experience in organisational development, coaching, facilitation of workshops and online content delivery.
- Demonstrated high level of self-motivation and personal management skills, including effective time management, ability to work autonomously, strategies to successfully balance priorities, and positive self-care.
- Demonstrated knowledge of policy, reporting and legislative requirements associated with the discipline.

- Demonstrated understanding of University-specific problem, concerning and disruptive behaviours and a commitment to evidence-based and trauma-informed practice.

### Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.

### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- Desirable: A Certificate 4 in Training and Assessment or Graduate Certificate/Diploma in Education.

### Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

### Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- **We are *Connected*:** We connect to the world outside — the students and communities we serve, both locally and globally.
- **We are *Innovative*:** We tackle the big issues of our time to transform the lives of our students and society.
- **We are *Accountable*:** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- **We *Care*:** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials:            Date: