



Respectful Communities Officer

Department/Unit	Campus Community Division
Faculty/Division	Vice-President (Services)
Classification	HEW Level 5
Work location	Clayton campus
Date document created or updated	February 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu

The **Campus Community Division** provides a range of high-quality non-academic services to students and staff at Monash. These include Monash Sport, Equity and Diversity Centre, Residential Services, Mental Health and Safer Community Programs, University Health Services, Student Engagement and Support services and Non-Residential Colleges. For more information about the work we do, [please visit our website](#).

Position purpose

The Respectful Communities Officer provides a range of professional and high-quality administrative services to support the effective operation of the Respectful Communities team.

The Respectful Communities team is responsible for Monash's Respect.Now.Always campaign and the implementation of the Australian Human Rights Commission survey recommendations on sexual assault and sexual harassment in Australian universities. The team promotes violence prevention in the following strategies; promoting gender equality to prevent violence against women; changing cultural and social norms that support violence; education on the impact of alcohol and developing life skills in young people including the bystander approach, ethical sex and what constitutes consent.

The Respectful Communities Officer provides administrative support for projects and programs with a focus on excellence in process and judgement and provision of sound and timely advice and support to students, staff and other stakeholders.

Reporting line: The position reports to the Team Manager, Respectful Communities under general supervision

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Implement and deliver a range of effective administrative tasks including managing processes, providing services, responding to queries, advising on policy and process, supporting committees, project administration and producing reports in accordance with agreed standards and timeframes
2. Provide support through communications and marketing strategies to expand the university's primary prevention program through engagement with students, staff and other key stakeholders
3. Provide research support [including benchmarking against other universities] surrounding strategies for the prevention of interpersonal and sexual violence including the impact of alcohol/drugs, the bystander approach and ethical sex with modules articulating what constitutes consent and Australian sexual offences laws
4. Maintain service standards including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements
5. Undertake the input and analysis of data, including ensuring effective security, storage and distribution of data, records and reports
6. Provide sound and timely advice, guidance and support to other staff, clients and stakeholders in areas of administrative and service responsibility
7. Maintain effective working relationships with colleagues, students, staff and other stakeholders to support and facilitate service delivery
8. Develop and deliver learning opportunities through which all students learn about strategies for the prevention of interpersonal and sexual violence including the impact of alcohol, the bystander approach and ethical sex with modules articulating what constitutes consent and Australian sexual offences laws

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - A degree with subsequent relevant experience, or
 - extensive experience and specialist expertise in technical or administrative fields, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Comprehensive knowledge of the Respect.Now.Always. campaign and the Australian Human Rights Commission Change The Course survey recommendations
3. Excellent administration skills and a demonstrated capacity to deliver effective operational processes and systems
4. Demonstrated organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

5. A strong commitment to excellence in customer service and a hands on approach to service provision
6. Well-developed written and verbal communication skills including the proven capacity to summarise articles and reports
7. Ability to work as an effective member of a team as well as the ability to exercise independence and judgement where required
8. Skills in communications and marketing strategies via various mediums including social media
9. Well-developed written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues
10. Highly developed computer literacy, including experience using business software such as Microsoft Office and the Google suite

Other job-related information

- Current satisfactory Working with Children Check (employee) 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 the 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.