

# Position description

## Safer Community Advisor

<b>Department/Unit</b>	Safer Community Unit
<b>Faculty/Division</b>	Campus Community Division
<b>Classification</b>	HEW Level 7
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	30 August 2017

### 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](http://www.monash.edu)

The Campus Community Division is charged with leadership, management and innovation in the provision of high quality non-academic services to students and staff at Monash. The Campus Community Division comprises Chaplaincy; Childcare; Counselling and Mental Health Programs; Careers, Leadership & Volunteering; Non-Residential Colleges; Residential Services; Safer Community Unit; Diversity and Inclusion; Student Engagement and Support Programs; Monash Sport; TeamMONASH; and University Health Services. For more information about the work we do, please visit <http://www.campuscommunity.monash.edu>.

The Safer Community Unit operates University wide to provide a central point of inquiry, advice, investigation, risk assessment, management and coordination of inappropriate, concerning or threatening behaviours impacting the campus community.

### Position purpose

The Safer Community Advisor assists with the ongoing development and operation of the Safer Community Unit, playing a key role in the University's management of high risk problem behaviour cases.

**Reporting line:** The position reports to the Manager, Safer Community Unit who will provide broad supervision

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

### Key responsibilities

1. Use sound investigative skills to verify facts, assess risks and compile statements, reports and briefs of evidence in support of formal University action. Ensure procedural fairness and natural justice principles are applied to all persons involved and decisions made are legally defensible
2. Apply a best practice approach to problem behaviour risk assessment and case management, sensitively manage incidents, focusing on early identification and amelioration of risks
3. Provide information, advice, counselling, practical skills coaching and motivational interviews to staff and students in response to challenging situations and behaviours

4. Participate in risk management and safety plan meetings in response to ongoing and high risk cases and develop management strategies, determining the most appropriate course of action to ameliorate risk in the best interest of the University and parties concerned
5. Work closely with University counselling staff and key stakeholder internal and external services to ensure appropriate sharing of information and case management
6. Ensure all communication, advice and interventions comply with laws, University policies and procedures and are based on sound problem behaviour risk assessment and management principles informed by best practice and current research
7. Assist with the development and delivery of education and training programs in collaboration with stakeholders to build capacity in response to inappropriate concerning and threatening behaviours
8. Provide metrics, key indicators and reports for the Safer Community Unit to assist with identification of problem behavior trends
9. Stay abreast of University policy and procedures relating to privacy, laws and rules of evidence, misconduct and exclusion provisions
10. Maintain accurate and details records of incidents and case information, keeping information management databases up to date

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - a degree/tertiary qualification in a relevant field with extensive relevant experience, or
  - an equivalent combination of relevant experience and/or education/training, and
  - post graduate studies in forensic behavioural science or willingness to undertake

### Knowledge and Skills

2. Highly-developed relationship management skills, including the ability to interact with, and gain co-operation from, internal and external stakeholders at various levels
3. Strong ability to interpret policies and procedures and contribute to policy review and development
4. Exceptional interpersonal skills including the ability to managing persons in crisis, highly emotional or aggressive states and use judgement in communications ensuring confidentiality is respected
5. A working knowledge of the court procedures and ability to work across multiple, complicated organisation
6. Excellent verbal and written communication and presentation skills, including preparation of written and proven ability to communicate effectively to a broad range of individuals and groups from diverse backgrounds
7. Highly developed organisational and time management skills with the ability to work independently to exercise initiative, solve complex problems and achieve goals within established timelines
8. Proven research and analytical skills, including the ability to capture, interpret and report on relevant data, recommending solutions to challenging issues

## Other job-related information

- Current satisfactory Police Records Check
- Travel to other campuses of the University is required
- Possession of a current Victorian Driver Licence is desirable
- Overtime and out of hours work may be required
- 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.

# Organisational Chart

