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| **Position Title**  | Respect Officer |
| **Classification**  | Level 6 |
| **School/Division** | Student Life |
| **Centre/Section** | Student Wellbeing and Engagement  |
| **Supervisor Title**  | Team Leader, Safe and Respectful Communities |
| **Supervisor Position Number** | 321550 |
| **Position Number** | 321547 |

**Your work area**

The Directorate of Student Life sits within the Education Portfolio, overseen by the Deputy Vice Chancellor of Education and Student Experience. Student Life plays an integral role in the shared strategic goal of providing a world-class student experience.

The Directorate has four core divisions, Student Administration, Student Offices, Student Equity and Success, and Student Wellbeing and Engagement. The scope of services centre on the student journey, from the provision of student programs and activities that support and promote access to UWA, to student enrolment, course planning, transition, and progression through the lifecycle of study to graduation. The Directorate is also responsible for the delivery of services that promote academic success and support wellbeing and engagement for an enhanced student experience. Student Life works closely with the Student Guild, affiliated residential colleges and the wider UWA Education portfolio.

The division of StudentWellbeing and Engagement facilitates a high-quality student experience through the provision of integrated and comprehensive services. The Wellbeing team is responsible for the delivery of the UWA Mental Health and Wellbeing Framework focusing on opportunities for early intervention and timely access to low barrier services. Student Wellbeing and Engagement has five broad areas of Complex Case Management, Counselling and Psychological services; early intervention services and cohort initiatives in Student Wellbeing; Student Engagement through Grand Challenges and the provision of a contemporary onboarding experience; and primary prevention initiatives and clinical response to gender-based violence through the Safe and Respectful Communities team.

**Reporting structure**

Reports to: Team Lead, Safe and Respectful Communities

**Your role**

As the appointee you will, under broad direction, act as a first point of contact for students who wish to raise issues affecting their studies, including, sexual assault, sexual harassment, interpersonal violence or family and domestic violence.

You will listen and provide information and advice regarding reporting options that will assist students in making informed decisions regarding the options available to them.

You will also contribute to the provision of advice to the University community on mitigation of risks associated with student related gender-based violence.

**Your key responsibilities**

Provide co-ordinated support including, where appropriate, making referrals to internal and external support services and liaising with other staff on actions required.

Participate in clinical supervision, case management review and other activities to ensure best practice.

Contribute to the development of Wellbeing and Engagement reporting, and Safe and Respectful Communities procedures and processes.

Liaise with relevant staff to coordinate and implement training plans, programs and materials that raise awareness, prevent and address the drivers of gender based violence in accordance with internal and external best practice principles.

Deliver effective, high-quality training programs to varied groups of students and staff whilst maintaining privacy, confidentiality and compliance.

Establish and maintain strong relationships, collaborations and networks with internal and external subject matter experts, associations, student groups, service providers, Schools and divisions to deliver high quality and consistent services.

Record data on matters raised and analyse and report on trends and systemic issues to inform continuous improvement in education, awareness and response processes.

Act in accordance with the University’s Policies and Procedures, maintaining confidentiality requirements as appropriate.

Other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency.

Current registration with an associated professional organisation such as Australian Association of Social Workers (AASW); PACFA (Psychotherapy and Counselling Federation of Australia); or ACA (Australian Counselling Association).

Substantial relevant experience working with and responding to disclosures of sexual assault/harassment, interpersonal violence and family and domestic violence at an appropriate level.

Sound knowledge of gender-based violence, responding to disclosures, and the drivers of gender-based violence and how it is prevented.

Understanding of trauma informed response requirements, and experience in front line responding with highly developed interpersonal skills evidencing empathy, compassion and respect for others.

Experience in the development and delivery of programs, training and initiatives aimed at community education.

Ability to assess risk and refer for therapeutic interventions appropriate to client presentations.

Highly developed written and verbal communication skills, and interpersonal skills specific to consultation, liaison, negotiation, provision of workshops and clinical service delivery.

Highly developed organisational skills with the demonstrated ability to set priorities and to meet deadlines.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

Advanced word processing capabilities and sound knowledge of software and database packages including Microsoft Office.

**Special requirements (selection criteria)**

Occasional requirement for after-hours work

Current Working with Children Check

Current National Police Clearance Certificate

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hr.uwa.edu.au%2Fpolicies%2Fpolicies%2Fconduct%2Fcode%2Fconduct&data=05%7C01%7Cadrian.wilks%40uwa.edu.au%7Cd2aa1379b11d4d23da6808daa5b52c2e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638004494788378827%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ro9RJRnIO1RCAkoZ9YxXpslVjhVOLTZwcS%2FsBVP9ocs%3D&reserved=0)

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