



Charles Sturt
University

Position Description



Prevention and Support Specialist

Office of Student Safety and Wellbeing

Office of the Deputy Vice Chancellor (Students)

Classification	Level 8
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	21
Nature of Employment	Fixed Term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	October 2020

Office of the Deputy Vice-Chancellor (Students)

The Deputy Vice-Chancellor (Students) has oversight for leading and driving a student-centred culture across the student lifecycle, from aspiration and awareness through to graduation and alumni. The Portfolio supports the University's objectives to provide sector leading student recruitment and engagement practices, to ensure our students feel well supported on their learning journey whilst developing a lifelong connection to the Charles Sturt community.

The Portfolio includes the Divisions of Student Administration, Student Services, Future Students, the Office for Student Safety and Wellbeing and the Advancement Office.

Office for Student Safety and Wellbeing

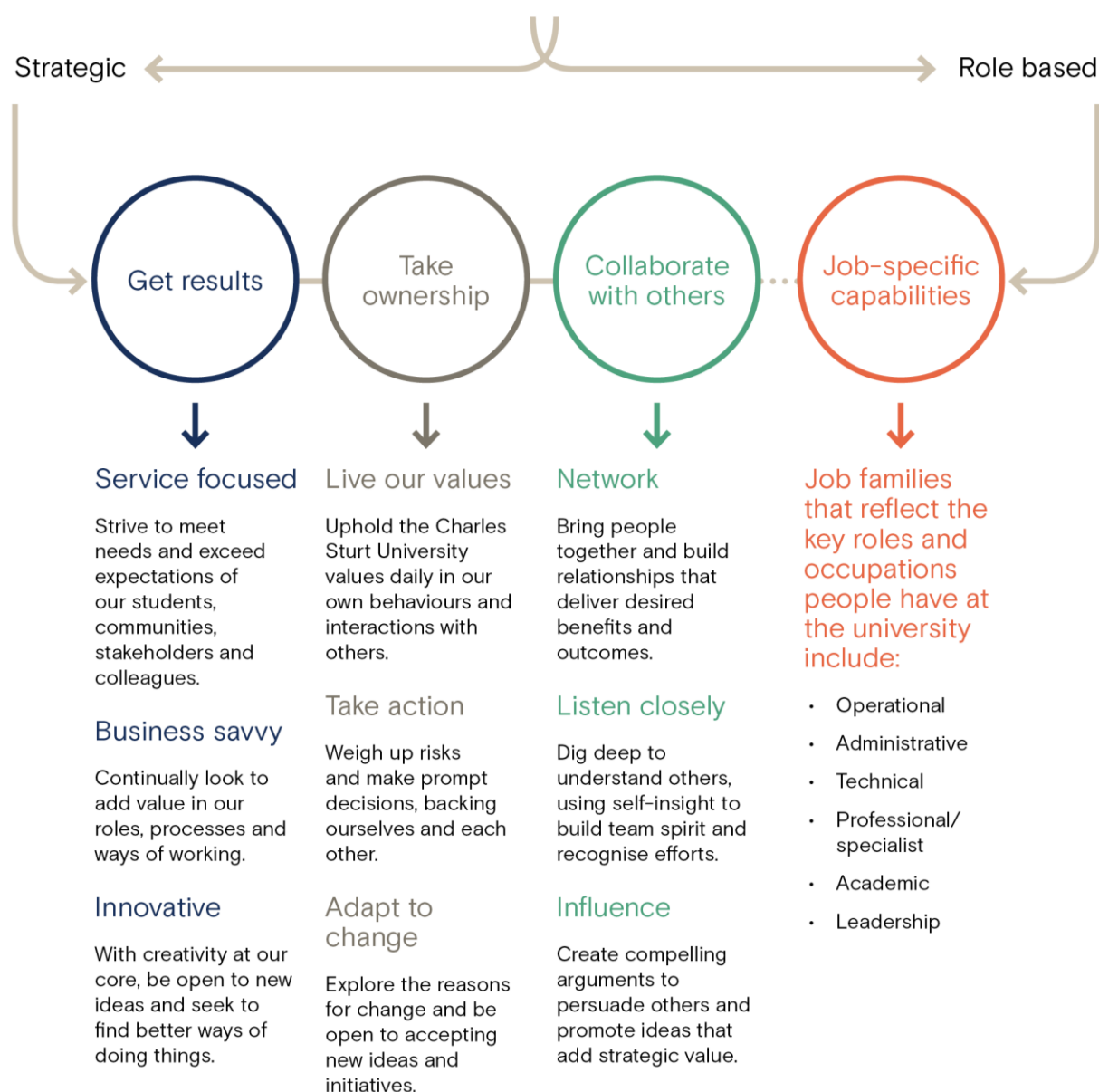
Staff in the Office for Student Safety and Wellbeing work collaboratively with Faculties and Divisions to enhance students' University experience. We recognise that successful transition into University depends upon a holistic approach involving safety, health and wellbeing, academic support and social integration. Through inclusive practices we provide information (health and mental health literacy), early intervention, health promotion and tertiary interventions (support and reporting processes) to enhance safety and wellbeing for students of all study modes.

The Office contributes to the student centred approach, student retention strategies and student satisfaction objectives of Charles Sturt University, to lead industry best practice.

The Office for Student Safety and Wellbeing incorporates the Safe and Fair Communities Unit; Student Counselling; and Disability and Access Teams.

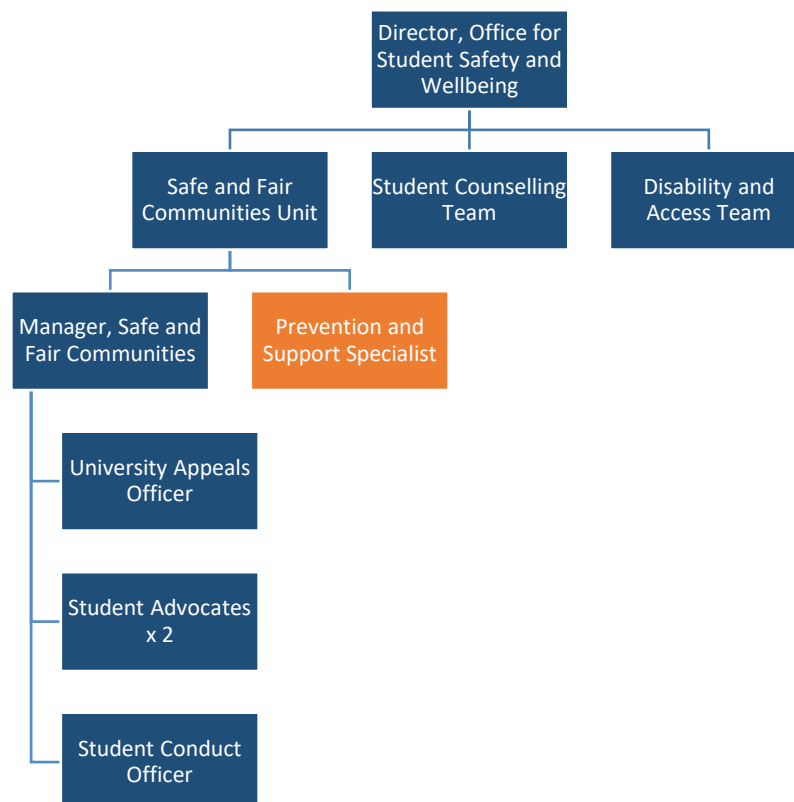


Our University Values





Organisational Chart



Reporting relationship

This position reports to: Director, Office for Student Safety and Wellbeing

This position supervises: N/A

Key working relationships

- Staff within Office for Student Safety and Wellbeing teams
- Division of Student Services
- Faculty and Divisional Staff
- Partners
- Students



Position overview

The Prevention and Support Specialist is an integral position in the Safe and Fair Communities Unit within the Office for Student Safety and Wellbeing. The Unit guides activities which promote, enhance and contribute to student safety and wellbeing from early intervention, prevention and awareness raising initiatives to response and support.

You will be responsible for the response and management of timely and effective student focussed service delivery and innovative approaches to communicating expectations, prevention and early intervention functions to our students to promote a positive culture of safety and wellbeing. This will include contributing to policy and strategy development, contributing to health promotion and equity initiatives, and facilitating staff and student workshops on responding to disclosures and understanding risk factors for sexual assault and harassment.

You will provide specialist response following disclosures of sexual assault and harassment, violence and hazing. You will also provide trauma informed advice, information and debriefing to staff who receive disclosures from students and guide them in following university processes and in providing trauma informed support and information to students. You will develop and maintain strong connections with the Student Counselling Team and relevant internal and external supports for students and staff.

You will need strong administrative skills, to provide de-identified reporting outlining themes and trends and to use this data to influence your prevention and response planning. You will need high levels of personal drive and integrity, effective communication skills, strong interpersonal skills, innovation and an ability to adapt as the position evolves to influence future approaches to creating a safe, fair and respectful environment for students to thrive in.

You will require qualifications in psychology or social work and relevant experience, especially in responding to disclosures and providing evidence-based counselling for survivors of sexual assault.

Principal responsibilities

- Apply best-practice evidence-based clinical response and support services to students disclosing or reporting sexual assault or harassment, violence or hazing.
- Provide trauma informed response and support services to students, clearly demonstrating evidence based practice from a survivor-centric framework.
- Provide trauma informed advice, information and debriefing to staff who receive disclosures or reports of sexual harassment or assault, violence or hazing from students.
- Maintain professional case notes and files in accordance with industry standards and guidelines of your professional body (ASSW or APS).
- Develop information campaigns, activities, prevention and awareness raising initiatives which promote, enhance and contribute to student safety and wellbeing, health promotion and equity.
- Facilitate staff and student workshops on responding to disclosures and understanding risk factors for sexual assault and harassment and other training sessions, as required.
- Contribute to policy and strategy development of the Office for Student Safety and Wellbeing.
- Develop and maintain responsibility for centralised record keeping processes for reported sexual misconduct matters at Charles Sturt and actively monitor key metrics associated with key responsibilities and activities.



- Prepare routine and regular de-identified reports outlining themes and trends and the development of prevention and response planning influenced by your experience and professional knowledge and this data.
- Advise and make recommendations to the Director, Office for Student Safety and Wellbeing on policy development and improved procedural efficiencies within the Office.
- Drive a culture of innovation and continuous service improvement by regularly reviewing activities, processes and systems, constructively responding to feedback, making recommendations to optimise performance, and implementing new business solutions.
- Drive the work area objectives through working independently and with members of the Office for Student Safety and Wellbeing team.
- Maintain a superior working knowledge of issues in the higher education sector, especially in the area of student safety and wellbeing, key legislation, policies and procedures of relevant systems and technologies, and available supports that underpin the team's activities and enhance the student experience.
- Actively develop relevant internal and external networks to foster highly effective and productive relationships with all stakeholders to facilitate effective referrals for student support and deliver service improvement.
- Any other tasks and activities appropriate for the classification as directed by the supervisor

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond the school, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines and Policy](#).
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A psychology or social work degree and unconditional membership of AHPRA (psychologists) or eligibility for full membership with AASW (social workers), with substantial experience demonstrating the application of the theories and principles related to the qualification.
- B. Experience in providing clinical services to survivors of sexual assault, violence and /or hazing.
- C. Experience in providing organisational responses to the prevention and/or response to sexual assault and harassment or violence.
- D. Demonstrated ability to gather and maintain data and provide accurate reporting on complex issues.
- E. Initiative, critical thinking and problem-solving skills, and ability to transform ideas into operational plans and outcomes.

