



TRAINING AND EVALUATION SENIOR OFFICER

DEPARTMENT/UNIT	Campus Community Division/Respectful Communities Unit
FACULTY/DIVISION	Vice-President Services
CLASSIFICATION	HEW Level 6
WORK LOCATION	Clayton campus

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.

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, Disability Support services; Student Leadership & Volunteering; Non-Residential Colleges; Residential Services; Safer Community Unit; Respectful Communities Unit; Diversity & Inclusion; Student Engagement & 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 **Respectful Communities Unit** is responsible for the prevention of sexual violence, gendered violence and other inappropriate behaviours within our campus communities. The unit coordinates the University's actions under the Respect.Now.Always. Campaign and the Australian Human Rights Commission *Change the Course* report recommendations implementation. This involves resource development, facilitation of workshops, awareness raising events, and a high-level of engagement with students and other key stakeholders.

POSITION PURPOSE

Reporting to the Respectful Communities Manager, the position plays a key role in the development and implementation of prevention programs for sexual violence, gendered violence and other inappropriate behaviours. This is achieved through working in collaboration with students and staff to further improve equity and respect within our community. The position will advance violence prevention through the following strategies: promoting gender equality, shifting cultural and social norms, education on the impact of alcohol, developing community skills in bystander intervention, and endorsing ethical sex with positive consent. The position will deliver and implement a range of educational resources, training modules, and face-to-face sessions.

Reporting Line: The position reports to the Respectful Communities Manager who will provide broad supervision

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Evaluating the trainings and programs facilitated by the Respectful Communities Unit to ensure a dynamic response to meet the changing needs of the Monash community
2. Provide regular reports on the effectiveness of training and programs
3. Deliver training and build upon existing learning opportunities which educate the Monash community on gender equity, cultural and social norms, bystander intervention, the risks associated with alcohol consumption and ethical sex
4. Facilitate a high-level of student engagement in the development and implementation of changes or enhancements to training and programs
5. Assist with building a sense of responsibility within student groups to become advocates for gender equity, safety and wellbeing within their peer networks
6. Provide feedback to the Respectful Communities Manager regarding observations and trends of any behaviours of concern within the University community in order to inform future management and strategic planning
7. Use understanding of the organisational context of the stakeholder to ensure outcomes are achieved through providing innovative solutions for stakeholder issues

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. Evidence of specialist training and/or experience in the field of prevention of gendered violence and/or sexual violence
3. Well-developed written and verbal communication skills including the proven capacity to write and deliver reports, educational resources and presentations
4. Proven capacity to develop, deliver and evaluate relevant training and group programs
5. Capacity to supervise, mentor and support students in leadership and volunteer roles
6. Proven capacity to work as an effective team member in a multidisciplinary setting
7. Understanding of the structure and function of student support services in a higher education setting and the ability to achieve objectives operating within complex organisational structures
8. Competencies in the use of a range of computer software programs including Microsoft Office suite and the Google suite

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time in evenings in order to reach the student population
- There may be peak periods of work during which taking of leave may be restricted
- This position requires a valid Working with Children Check (employee)

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.