

Position Description

Senior Coordinator, Violence Prevention

Position No:	NEW
Business Unit:	Health, Wellbeing and Inclusion
Division:	Deputy Vice-Chancellor (Students)
Department:	Health, Wellbeing and Inclusion
Classification Level:	HEO7
Employment Type:	Full-time, Continuing
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

The Senior Coordinator, Violence Prevention, aims to eliminate and prevent sexual harm (sexual assault and sexual harassment), interpersonal violence, bullying, discrimination and harassment through education and training and the development of a suite of prevention programs.

This position is located within the Strategy, Prevention and Education Services, and the incumbent will work closely in a small team of health promotion and prevention practitioners. This position reports to the Senior Manager, Strategy, Prevention and Education.

Duties at this level will include:

- Coordinate, develop and deliver a suite of education and training programs on preventing sexual assault and sexual harassment for students and staff.
- Develop and deliver a suite of training, awareness and promotional material to encourage bystander action.
- Deliver and contribute to developing first responder training for sexual harm and problem behaviours.
- Develop a suite of promotional material and awareness campaigns on problem behaviours such as violence, harassment, bullying, gender-based violence, stalking, discrimination and vilification.
- Contribute to implementing the Respect @ La Trobe Action Plan and work with a range of internal and external partners and stakeholders to create a safer and more inclusive University community.
- Evaluate and review the effectiveness of training and development programs.
- Provide specialised advice to all areas of the University regarding the prevention of sexual harm and interpersonal violence.
- Support the day to day operation of the department, including administrative and program tasks and duties as required.

Essential Criteria

Skills and knowledge required for the position

- Completion of a degree in either community development, health promotions, gender studies, sociology, social work, psychology, forensic mental health or education with at least four years of subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability in the development and delivery of education and training programs.
- Contemporary knowledge and attitude towards sexual harm, violence, stalking and problem behaviours.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated skills in research, evaluation or interpretation of data.
- Demonstrated high level of self-motivation and personal management skills.
- Proven ability to focus on objectives rather than procedures and precedents.
- Demonstrated experience in project management in the tertiary sector or a related field.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.

Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.
- Desirable: A certificate 4 in Training and Assessment or Graduate Certificate/Diploma in Education

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- disclose any prior allegations or misconduct relating to sexual assault, sexual harassment, bullying, harassment, discrimination or interpersonal violence.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- **We are *Connected*:** We connect to the world outside — the students and communities we serve, both locally and globally.
- **We are *Innovative*:** We tackle the big issues of our time to transform the lives of our students and society.
- **We are *Accountable*:** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- **We *Care*:** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials: Date: