

Position Title	Respect Officer
Classification	Level 6
School/Division	Student Life
Centre/Section	Student Wellbeing & Engagement
Supervisor Title	Team Leader, Safe and Respectful Communities
Supervisor Position Number	New
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Your work area

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

The Division has five core functions, Student Administration, Student Offices, International Student Experience and Global Learning, 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 Division 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 Student Wellbeing and Engagement teams 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 has four broad areas of Counselling services; early intervention services and cohort initiatives in Student Wellbeing; Student Engagement and the provision of a contemporary onboarding experience and the creation of a Respectful and Safer Communities team, as a priority strategic initiative.

Reporting structure

Reports to: Team Leader, Safe and Respectful Communities

Your role

As the appointee you will, under general direction, act as a first point of contact for students who wish raise issues affecting their studies, including, sexual assault, sexual harassment, 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

Contribute to the development of safe and respectful communities reporting, procedures and processes

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

Liaise with relevant staff to coordinate, develop 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 in-person and online training programs to varied groups of students and staff whilst maintaining privacy, confidentiality and compliance

Coordinate and drive communications, marketing strategies and projects to engage students and staff in training, awareness and education initiatives

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

Eligible for registration with an associated professional organisation such as PACAWA / PACFA; or the Australian Association of Social Workers (Mental Health Social Worker)

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

Sound knowledge of sexual and gender-based violence, responding to disclosures, the causes and 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)

Some after-hours work may be required

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

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/