

POSITION DESCRIPTION

Gender Equity and Prevention of Gender-Based Violence (GE & PGBV) Engagement and Capability Adviser

Social Policy Team | Community and Sector Development

Position Snapshot

Position Title	Gender Equity and Prevention of Gender-Based Violence (GE & PGBV) Engagement and Capability Adviser
Reports to	Strategic Lead, Social Policy
Works alongside	Policy Adviser, Gender Equity and Preventing Violence; Policy Managers; Community Wellbeing; broader Community and Sector Development Division
Employment type	Full-time, fixed term grant funded (until 30 September 2027)
Location	5/1 Nicholson Street, East Melbourne
Direct reports	None
Delegations	As per the MAV's Delegations Policy and procedures
PD current as at	October 2026

About the Role

As part of the MAV Social Policy Team, the GE & PGBV Engagement and Capability Adviser leads the sector engagement, capability development and communications workstream within the MAV's approved strategic direction and funding commitments. The role seeks and utilises council insights, prevention evidence and participant feedback to design, deliver and evaluate networks, communities of practice, professional development, communications and e-learning implementation support.

Specifically, the GE & PGBV Engagement and Capability Adviser leads the engagement, design and delivery of GE/PGBV Network meetings, communities of practice, Gender Equality Act check-ins and professional development for council officers; provides sector support for the implementation of MAV's Understanding and Preventing Gender-based Violence eLearning module; produces the monthly Gender Equality and Preventing Violence Against Women e-news and the program's wider sector communications; leads the planning and delivery of the council leadership forum; and provides coordination and logistical support to the Free from Violence Local Government Program.

This position is funded by the Victorian Government (DFFH / Family Safety Victoria) through the Coordination of Primary Prevention in Local Government Program 2026-27, which supports MAV to strengthen the role of all 79 councils in gender equality and the primary prevention of family and gender-based violence, with detailed support for councils funded under the Free from Violence Local Government Program.

The GE & PGBV Engagement and Capability Adviser reports to the Strategic Lead, Social Policy and works across the Community and Sector Development Directorate and with policy, community wellbeing, communications, learning and events and corporate teams. Externally, it works closely with Victorian councils, relevant state government agencies, the MAV GE/PGBV Network and Network Executive, academic and non-government organisations, peak bodies and specialist services.

The role works alongside the Policy Adviser, Gender Equity and Preventing Violence, who leads the program's policy, advisory and advocacy workstream. Both roles report to the Strategic Lead, Social Policy, who approves the shared program priorities and resolves competing demand

Sphere of Influence and Key Relationships	
Reports to	Strategic Lead, Social Policy
Internal	• Social Policy Team • Community Wellbeing Team • Policy Leads • Corporate Services • Communications • Learning and Events • Strategic Foresights and Partnerships Team
External	• Victorian councils, including Free from Violence funded councils • Relevant state government agencies and authorities • Relevant academic and non-government organisations • Members of the MAV GE/PGBV Network and Network Executive • Peak bodies and specialist services

Values Alignment

Demonstrates the MAV values of Be Courageous, Be Curious, Share Openly and Unlock Potential in everyday decisions, actions and interactions. Has honest and respectful conversations, takes ownership, seeks to understand different perspectives and remains open to feedback and new ways of working. Communicates and shares information openly and contributes to an environment where others can participate, learn, grow and contribute.

Key Responsibilities	
Networks, Communities of Practice and Professional Development	• Lead the design, delivery and evaluation of in-person and online GE/PGBV network meetings, Gender Equality Act check-ins and professional development sessions for council officers, including setting agendas, securing speakers and liaising with councils and DFFH. • Determine learning formats, facilitation methods and delivery arrangements within the agreed plan, drawing on policy developments, prevention evidence and technical content provided by the Policy Adviser.

Key Responsibilities	
	• Lead the establishment and ongoing coordination of regional communities of practice for council officers, including terms of reference, meeting schedules, facilitation, minutes and action tracking, and the delivery of short-form professional development sessions. • Coordinate the GE/PGBV Network and Network Executive, including agendas, papers, minutes and actions, and maintain the membership register to ensure statewide coverage. • Use council consultation, network input and communities of practice, to identify capability needs, propose engagement and learning priorities and support councils to share practice and apply a prevention systems approach across their policy areas and services.
eLearning Implementation	• Lead sector support for the implementation of MAV's Understanding and Preventing Gender-based Violence eLearning module, working with DFFH, councils, prevention sector partners and MAV colleagues to promote uptake and support councils to incorporate the module into their learning management systems. • Identify implementation barriers, provide practical engagement support and evaluate effectiveness and refinement, referring policy interruption to the Policy Adviser or risks to the Strategic Lead.
Sector Communications and Leadership Forum	• Own production and editorial development of the monthly MAV Gender Equality and Preventing Violence Against Women e-news (Mailchimp), sourcing content, shaping key messages and communicating with the sector. Liaise and seek advice from the Policy Adviser, specifically related to the policy content and publish in accordance with agreement communication policies and procedures. • Develop and manage the program's wider communications, including web content, resources and case studies, promotion of events and professional development, and social media content, working with the MAV Communications team and applying the MAV's approved brand and style guidance. • Prepare communications to councils on program activities, opportunities and announcements, and maintain distribution lists and Mailchimp audiences. • Lead the engagement, design, planning, promotion, delivery and evaluation of the annual council leadership forum and other sector events as required, within approved timeframes and budgets. Use sector insights and feedback to determine the learning and engagement approach, drawing on policy content from the Policy Adviser, to build councillor and council executive leadership in gender equality and prevention of gender-based violence, including awareness of Until Every Victorian Is Safe 2025-2027.

Key Responsibilities	
Free from Violence Local Government Program	• Own the engagement and capability activities of the Free from Violence Local Government Program, including delivery planning, event and workshop logistics, participation data, program records and evaluation of these activities. • Develop the engagement and capability contribution to the annual project plan agreed with the Policy Adviser for Strategic Lead approval and agreement with Family Safety Victoria. Provide accurate workstream data, outcomes evidence and program evaluation and reporting against the funding agreement. • Support councils funded under the Free from Violence Local Government Program to share initiatives and learnings across all 79 councils through the e-news, Network, communities of practice and case studies. • Provide practical advice on engagement, learning and resource uptake within approved program settings, referring policy interpretation and advisory matters to the Policy Adviser.
Sector Engagement and Partnerships	• Represent the MAV at agreed sector events and forums on engagement, capability development and program delivery within approved positions and authority. • Share outcomes, sector needs and emerging issues with the Strategic Lead and Policy Adviser and contribute relevant engagement evidence to advisory group briefings and follow-up. • Establish and maintain a strong professional network with council officers, agencies and prevention sector bodies to support the delivery of the MAV's strategic plan and beneficial outcomes for the local government sector. • Apply understanding of the political, social and legal environment and organisational context of the MAV. • Develop and maintain the annual engagement, capability development and communications plan, for the Strategic Lead's approval. Work with the Policy Advisor to ensure alignment between the workstreams and contribute to business planning and objective setting as part of the MAV's business planning activities.
Corporate / Shared Responsibilities	• Live the MAV's values and behaviours and contribute to a culture that rewards innovation, continuous improvement and service excellence. • Work across the organisation to secure cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community. • Build a community-first focus that encourages positive and proactive communication and interaction with community members and stakeholders. • Represent the MAV at formal functions and events, ensuring a high and appropriate public profile.

Delegations & Decision-Making Authority

No delegations or decision-making authorities are specified in the source position description. To be confirmed.

Strategic / Cultural Alignment

- Support initiatives aligned to the MAV's strategic priorities and the broader goals of gender equality and violence prevention.
- Apply understanding of the political, social and legal environment and organisational context of the MAV.
- Build stakeholder relationships and communicate the MAV's approved positions within the engagement and capability portfolio, referring proposed changes to advocacy positions to the Strategic Lead and Policy Adviser.

Success Measures

To be successful in the GE & PGBV Engagement and Capability Adviser position, you will need to demonstrate progress against the following measures:

Networks, Communities of Practice and Professional Development

- Deliver and evaluate the agreed annual engagement and capability plan, including GE/PGBV Network meetings, Gender Equality Act check-ins and professional development sessions, within approved timeframes and budgets, with agendas, speakers and papers confirmed.
- Establish regional communities of practice with representation from metropolitan, regional and rural councils, meeting on the agreed schedule with terms of reference, minutes and actions maintained.
- Achieve at least 80% positive participant feedback on the relevance, quality and practical value of sessions.
- Maintain an accurate Network membership register and achieve statewide representation against an agreed coverage target.
- Use member feedback to identify and implement at least two improvements to Network or community of practice content, participation or accessibility each year.

eLearning Implementation

- Distribute the Understanding and Preventing Gender-based Violence eLearning module to all 79 councils, with an agreed target of councils loading it into their learning management system or accessing an alternative.
- Collect and report module uptake, implementation barriers and user feedback on the module and provide recommendations for future refinements by the agreed date.

Sector Communications and Leadership Forum

- Produce the monthly e-news by the agreed deadline, with content verified for accuracy, relevance and appropriate tone, with legislative content technically reviewed and approved by the Policy Adviser prior to publication.

- Maintain current program web content and resources, and deliver agreed communications products (case studies, event promotion, social content) in line with an annual communications plan.
- Grow e-news subscriptions and engagement against an agreed baseline.
- Deliver and evaluate the annual council leadership forum within approved timeframes and budget, with an agreed level of councillor and executive participation and evidence of its learning and practical value.

Free from Violence Program Support and Grant Accountability

- Deliver the agreed engagement and capability activities in the 2026-27 project plan, as agreed with Family Safety Victoria, on time, with participation data and records to support reporting against the funding agreement.
- Maintain complete and current program records, participation data and evidence of outcomes in line with recordkeeping requirements.
- Respond to council enquiries about engagement, learning, program activities and resources within agreed service standards, providing practical support within approved settings and referring policy interpretation and advisory matters to the Policy Adviser.

Council Capability and Sector Outcomes

- Use participant feedback and follow-up evaluation to demonstrate increased council officer confidence and practical application of a whole-of-council primary prevention approach to gendered violence, and increased councillor and executive understanding and awareness of the Until Every Victorian Is Safe program and their role in prevention.
- Strengthen internal and external stakeholder relationships to join up work across portfolio areas and improve sustainability.
- Document examples of councils applying learning or resources from the program, identify remaining capability needs and use the findings to improve future engagement and capability activities.

Leadership Competencies, Personal Attributes and Selection Criteria	
Key competencies	• Innovator - able to foster a creative and dynamic environment that facilitates innovative problem solving, efficiencies, high performance and service excellence. • Communicator - able to build positive stakeholder relationships and communicate proactively, inclusively, respectfully and courageously, with strong political acumen. • Change Agent - agile and comfortable with change, and able to engage, support and motivate others through change. • Team Player - supports a collaborative culture and works effectively as part of dynamic teams to achieve outcomes for the sector.
Qualifications	• Relevant tertiary qualifications in a related field and preferably additional studies in public policy, health promotion or another relevant field.

Experience	• Demonstrated experience in owning, coordinating and delivering engagement and capability programs, networks, events and communications to meet strategic objectives in human services and community development. • Proven ability to convene and facilitate sector networks, communities of practice and working groups to deliver quality outcomes. • Track record of effective engagement with government agencies, industry and professional associations, business groups and the wider community. • Strong written and verbal communication skills, including the ability to produce clear, engaging content for newsletters, websites, events and sector audiences. • Demonstrated ability to design and lead community engagement and consultation and interact with a broad range of internal and external stakeholders.
Specialist skills and knowledge	• Proficiency with communications and engagement tools, including Mailchimp or similar email platforms, web content management systems and online meeting platforms, and the ability to synthesise consultation, participation and evaluation findings into clear reports and presentations. • Sound knowledge of governance, legislative and policy protocols relevant to gender equality and the prevention of gender-based violence, including the Gender Equality Act 2020 (Vic). • Developed specialist knowledge, skills and experience in the primary prevention of family violence and all forms of violence against women, including a practical understanding of intersectional approaches and demonstrated capability in applying prevention evidence to engagement, facilitation and learning design. • Expert knowledge and experience working and engaging with local government, including sound knowledge of relevant governance, legislation and policy, and an understanding of government and the political context in which the MAV operates. • Demonstrated interpersonal and relationship-building skills and the ability to work with diverse groups of people effectively and professionally.

Pre-employment Requirements

- National Police Check
- Verification of Qualifications and Training
- Full Victorian Driver's Licence

Shared Organisational Responsibilities

Safe workplace	Undertake all responsibilities in line with the MAV's OHS policies, procedures, and training, including following reasonable instruction, cooperating with the employer, and taking reasonable care for the safety of others.
Policies and procedures	Undertake responsibilities in line with all the MAV policies, including Workplace Behaviours, Record Keeping, Procurement, Staff Management, and Community Engagement.
Legislative framework	Complete all responsibilities in line with relevant legislation applicable to this role and unit. Identify, monitor, and review applicable legislation, standards, and codes of practice.
Risk management	Adopt a proactive risk management approach to all the MAV's activities within the unit's scope. Foster a culture where risk management is a personal responsibility at every level.

People & Capability - Internal Use Only

- Position Number(s): TBC
- PD Current as at: October 2026