

## POSITION TITLE

Community Strengthening Policy Officer

This position sits within the Community Strengthening & Infrastructure (CSI) policy team, with a focus on gender equality and family violence prevention policy and projects. The position will contribute to broader CSI team strategy and relevant policy responses as required.

## BACKGROUND

### About the MAV

The Municipal Association of Victoria (MAV) was formed in 1879 and the *Municipal Association Act 1907* anointed the MAV the official voice of local government in Victoria.

As the peak representative and lobbying body for Victorian councils our role is to represent and advocate the interests of local government, lobby for a 'fairer deal' for councils, raise the sector's profile and help ensure its long-term security.

Our services include policy advice and advocacy, capacity building programs including networking events and topic-based workshops, and we facilitate strengthened relationships with other levels of government, industry bodies and members.

The success of the MAV stems from its people and the MAV prides itself on its quality team of staff and consultants who work to ensure that the needs of our members are met, and that the MAV is well positioned to fulfil its purpose.

The staffing profile of the MAV includes:

- Staff funded from membership subscription whose primary focus is policy support and advice, capacity-building programs and representation of Victorian councils.
- Staff funded from State or Commonwealth grants to deliver specific programs and support to Victorian councils.
- Specialist consultants to supplement the skills of the staff within the organisation and provide support across a range of functions

Victorian councils plan and deliver services to their communities across a broad range of areas. Policy areas of relevance to this position include:

- gender equality
- family violence prevention
- public health and wellbeing
- diversity and inclusion
- community services, including maternal and child health, early years, arts and culture, positive aging, disability, libraries, and sport and recreation
- emergency management services such as disaster recovery
- planning and public space.

## Our Purpose

Lead, support and empower councils to best serve Victorian communities.

## Our Aspiration

We are the influential and trusted peak body for an innovative, sustainable and high-performing Victorian local government sector.

## Our Values

- **Walk the Talk:** We are guided by our principles in everything we do
- **Lead with Impact:** We empower and inspire our people to lead with courage and purpose
- **Service Excellence:** We provide excellent service
- **Our Smarts:** We use our collective intelligence (IQ & EQ) and expertise to achieve results
- **Care & Responsibility:** We care about our organisation, our people, our members and our community

## About the Role

The Community Strengthening Policy Officer contributes to building the capability and capacity of local government to prevent family violence and violence against women, and promote gender equality in Victoria. In particular, by strengthening partnerships between councils, service systems and community organisations. The role requires the development and maintenance of communications, provision of information, resources and expertise, and facilitation of networking opportunities.

The Community Strengthening Policy Officer is employed as a part of the MAV Community Strengthening and Infrastructure team. The position is funded by the Office for Prevention of Family Violence and Coordination within the Department of Families, Fairness and Housing (DFFH) until 30 June 2024 as part of the Free from Violence Local Government Program. A core responsibility of this role is to support councils funded through the Free from Violence Local Government Program to implement primary prevention initiatives.

## POSITION PROFILE

The purpose of this document is to clearly articulate the key responsibility and accountability areas for this position. Position profiles within the MAV are reviewed on a regular basis. This approach ensures that they are relevant, useful and clearly reflect current strategic objectives of the organisation as well as role-specific accountability areas, tasks and desired outcomes.

CONDITIONS:	This is a full-time position until 30 June 2024. Requests for flexible working hours will be considered.
TOTAL EMPLOYMENT COST:	A salary of \$85,000 - \$100,000 per annum plus 10.5% superannuation, subject to the experience and expertise of the successful applicant
REPORTS TO:	The position reports to the Preventing Violence Against Women Policy Adviser and the Manager Community Strengthening and Infrastructure. The work and priorities of the Community Strengthening Policy Officer will be confirmed by the Preventing Violence Against Women Policy Adviser.
DIRECT REPORTS:	NIL
KEY RELATIONSHIPS:	<p>EXTERNAL:</p> <ul style="list-style-type: none"> <li>Local government employees engaged in gender equality and prevention of family violence and violence against women from across diverse areas of council.</li> <li>Members of the <i>MAV Gender Equality, and Preventing Violence Against Women and All Forms of Violence Against Women Network</i> and Network Executive.</li> <li>Council representatives participating in the <i>Free from Violence Local Government Program</i>.</li> <li>Representatives from the Victorian Department of Families, Fairness and Housing.</li> <li>Representatives from prevention sector organisations, other industry bodies and associations.</li> </ul> <p>INTERNAL:</p> <ul style="list-style-type: none"> <li>Policy Managers</li> <li>Policy and Advocacy Team</li> <li>Communications</li> <li>Learning and Events</li> <li>Corporate Services</li> </ul>

## THE POSITION

### POSITION AND KEY DUTIES

The position contributes to the strategic objectives of the MAV through the following duties.

- Provide coordination, administrative and logistical support and advice to the *Free from Violence Local Government Program*. This may include:
  - development and facilitation of program workshops or communities of practice
  - advice and guidance to Free from Violence program-funded councils
  - online presentations
  - site visits to councils
  - liaison with the Office for Prevention of Family Violence, and Coordination (DFFH).
- Provide coordination, administration and logistical support for the [MAV Gender Equality, and Preventing Family Violence and All Forms of Violence Against Women Network](#), including online and hybrid meeting facilitation.
- Communicate with the sector via the monthly [MAV Gender Equality and Preventing Violence Against Women e-news](#), sent through Mailchimp.
- Maintain and update the Preventing Family Violence and Gender Equality sections of the MAV website, including developing a new members only page on the MAV Extranet.
- Database management, including management of Microsoft Teams groups.
- Contribute to policy responses, submissions, and grants relating to the prevention of family violence and all forms of violence against women, and promotion of gender equality.
- Contribute to publication and resource development, seminars, and state-wide forums.
- Contribute to an evidence-base to understand the status, experience and needs of councils in relation to gender equality and the prevention of family violence and all forms of violence against women (e.g. development of surveys, collecting anecdotal evidence).
- Represent the MAV and councils in sector partnership work, as required, e.g. participation in sector consultations, committee/working group membership, project advisory groups etc.
- Develop new opportunities and networks in strategic areas of focus to support councils' capacity and capability to prevent family violence and all forms of violence against women (e.g. in sport and recreation, emergency management, and arts and culture).
- Contribute to internal reporting and strategic planning.
- Provide administrative assistance to the Manager Community Strengthening and Infrastructure, and Preventing Violence Against Women Policy Adviser as required.

### BOUNDARIES

The level of decision making for this position is defined by:

- The level of complexity of the issue

	<ul style="list-style-type: none"> <li>• The degree of strategic judgement involved</li> <li>• The extent of resourcing (staff or financial)</li> <li>• The implications for the approved workplan</li> </ul> <p>Issues communicated to the Community Strengthening Policy Officer should be referred to the Preventing Violence Against Women Policy Adviser when unsure of the correct action or response.</p>
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## POSITION SPECIFICATION – SELECTION CRITERIA

<p>SELECTION CRITERIA</p>	<p>The position requires:</p> <ol style="list-style-type: none"> <li>1. Demonstrated communication and analytical skills with clear and concise writing capability.</li> <li>2. Good conceptual thinker with the ability to research and investigate issues and synthesise complex stakeholder feedback and data into clear, high quality written submissions, reports, and presentations.</li> <li>3. Demonstrated interpersonal and relationship building skills and the ability to work with diverse groups of people effectively and professionally.</li> <li>4. Strong organisational skills including task prioritisation, time management, and attention to detail.</li> <li>5. Demonstrated ability to perform within a team environment and willingness to work across a range of policy areas.</li> <li>6. Computer/IT competencies including in Microsoft Teams, Outlook, Word, Excel and PowerPoint, MailChimp, Zoom, and Survey Monkey.</li> </ol> <p><b>Required qualifications:</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification related to public policy, health promotion or other relevant field.</li> </ul> <p><b>Desirable skills:</b></p> <ul style="list-style-type: none"> <li>• 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 to this work.</li> <li>• Knowledge and experience working with local government, and an understanding of government and the political context in which the MAV operates.</li> <li>• Experience in delivering training and/or presentations to diverse audiences.</li> <li>• Demonstrated experience in working with senior organisational leaders.</li> </ul>
<p>REQUIRED</p>	<ul style="list-style-type: none"> <li>• Satisfactory National Police Clearance (no more than 12 months old)</li> <li>• Evidence of 'up to date' COVID-19 vaccination status (third/fourth dose)</li> </ul>

## ADDITIONAL INFORMATION

LOCATION	This role is located at Level 5, 1 Nicholson Street Melbourne. The MAV is operating in a flexible hybrid environment. Some travel to regional and/or rural locations in Victoria may be required. Support will be given by the MAV should this be required.
EQUAL EMPLOYMENT OPPORTUNITY	The MAV is an Equal Employment Opportunity employer committed to fairness, diversity and respect.
OCCUPATIONAL HEALTH AND SAFETY	In the context of Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they: <ul style="list-style-type: none"> <li>• Follow reasonable instruction</li> <li>• Cooperate with their employer</li> <li>• At all times, take reasonable care for the safety of others in the MAV workplace.</li> </ul>
FLEXIBILITY	Applicants requiring flexibility in relation to hours and location are encouraged to apply. Flexible work arrangement are based on business requirements.

## APPLICATION DETAILS

Applications are due on 5pm, 6 February 2023.

Please send your application to [humanresources@mav.asn.au](mailto:humanresources@mav.asn.au) with the following:

- Cover letter
- Address to the key selection criteria. (Note that applications that do not address the key selection criteria will not be considered)
- Curriculum vitae.

For any enquires regarding the position please contact Emma Lake, Manager Infrastructure and Community Strengthening on 03 9667 5532 or via email [elake@mav.asn.au](mailto:elake@mav.asn.au)

The MAV reserves the right to hire prior to the closing date.

### Privacy Notification

The MAV is bound by Victorian privacy laws. For information on our privacy practices contact Celia Robinson, Manager Governance via email [crobinson@mav.asn.au](mailto:crobinson@mav.asn.au) or call 03 9667 5535.