



POSITION DESCRIPTION

Mallee Sexual Assault Unit – Mallee Domestic Violence Service

Position: Regional Manager – Southern Mallee

Our Values: Respect, Integrity, Collaboration, Care, Accountability, Innovation

Our vision: Safety for all

Mallee sexual assault and domestic violence services are an essential part of the primary health care system funded by government. These services provided, are free and are available to all victim survivors.

The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to Victim survivors and significant others of sexual assault and domestic and or sexual violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information, and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence.

In the Northern Mallee region, centre-based sexual assault and family violence services are available and provided in Mildura (24-hour response). Services are also available and provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth.

In the Southern Mallee, centre-based sexual assault and family violence services are available in Swan Hill (24-hour response). Services are also available and provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.

Our agency has been delivering these services in the community for over thirty years.

The services we provide include:

- Core and Cluster refuge service with multiple, single unit properties in the community
- family violence case management services to victim survivors
- sexual assault case management services to victim survivors
- therapeutic services for victim survivors of both family violence and sexual assault
- 24-hour family violence and sexual assault crisis service
- partner of the Mallee Orange Door
- outreach offices in Swan Hill
- Swan Hill Orange Door access point
- RAMP Coordination for the region
- FSP Coordination for the region
- Personal Safety Initiative Coordination for the region
- Child Protection partnership programs



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Position Title	Regional Manager – Southern Mallee
Position number	
Program	Client Services
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 – Level 8
Salary range	\$120, 331 - \$125, 066 – Pay pt 1 – Pay pt 3
Location	Swan Hill
Employment status	Ongoing – full time
Hours per week	38 hours per week with an option to work 40 hours per week with a RDO once every 4 weeks
Reporting Manager	Jason Spratt, Executive Manager, Client Services
Other Key Relationships	Program Manager – Family Violence Program Manager – Sexual Assault and Therapeutic Family Violence Program Manager – Crisis Responses and The Orange Door
Position Objectives	<ul style="list-style-type: none"> • Leads and promotes the vision, values and direction of the organisation in the Mallee area including through strategic relationships with key partners in the sector • Works with government and sector organisations in the Mallee to deliver priority programs and initiatives. • Provides support to a diverse, multi-disciplinary team supporting people experiencing family and sexual violence • To be responsible for; <ul style="list-style-type: none"> - supporting the day-to-day operations and management of the Swan Hill site - meeting service and budgetary deliverables - supporting the provision of high-quality services • Provide strategic input to system and organisational improvements. • Participate in external stakeholder partnerships and networks. • Drive implementation of LGBTIQ and other cultural inclusion initiatives in the team as required.
Key responsibilities	<ol style="list-style-type: none"> 1. Promote the vision and strategic direction of the organisation and its business units, both internally and externally, and assist all staff to understand and align their activities to key priorities for the organisation and region. 2. Support regional staff involved in the efficient delivery of services across the range of program areas relevant to the Region, providing information to and assisting Program Managers with operational responsibilities as appropriate. 3. Ensure facilities are maintained to be safe and functional.



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	<ol style="list-style-type: none"> 4. Provide strategic and authoritative advice to the CEO and Executive on local intelligence, trends and service needs. 5. Resolve complex and sensitive issues as required. 6. Build and maintain an operational service, attuned to regional community expectations, one typified by team work, service excellence, innovation and customer service. 7. Develop local plans and strategies consistent with regional business plans and allocate appropriate resources for the implementation of identified strategic goals and operational objectives. 8. Manage financial impacts and use resources effectively. 9. Monitor and report on the performance of local services including preparing performance reports for Executive management and contributing to regional activity reports. 10. Lead and undertake relevant community engagement activities and negotiate program area participation in consultation with the Executive. 11. Lead, monitor and support all staff based at the Southern Mallee site. 12. Provide leadership, supervision and direction to ensure a strong, cohesive and high functioning team, positive staff morale, effective teamwork, professional development and the well-being of a multi-disciplinary team, including the maintenance of professional standards of practice. 13. Lead and establish strong collaboration within and across teams at MSAU-MDVS. 14. Participate in the development and maintenance of quality partnerships with key organisations across the Southern Mallee. 15. As a part of the broader leadership team, lead and support teams to implement changes to the service delivery model. 16. Prepare and provide accurate and timely reports as required. 17. Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with MSAU-MDVS policies and procedures.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Extensive experience in the community services, and/or family violence sector. 2. Experience in leading and managing staff in a community services field. 3. Demonstrated ability to work as part of a broader leadership team situated across multiple locations. 4. Demonstrated experience to problem solve, encourage, and influence change within a team. 5. Highly developed interpersonal and communication skills, both written and verbal. 6. Experience in advancing external partnerships, with service providers and other stakeholders to enhance support pathways for people and to enhance sector capacity. 7. Demonstrated experience and expertise in the provision of high-level strategic advice and support to executive management.



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	<p>8. Demonstrated ability to develop and maintain cross-organisational relationships and collaborate with others to drive outcomes.</p> <p>9. Demonstrated ability to conduct effective community engagement activities.</p> <p>10. Demonstrated ability to analyse issues and determine priorities in an environment of tight and conflicting deadlines, to take initiative and work under limited direction.</p>
<p>Family Violence Minimum Mandatory Qualifications under Recommendation 209</p>	<p>As per the minimum mandatory qualifications requirements via https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners:</p> <p>All candidates wishing to apply for this role must be able to demonstrate that they:</p> <ol style="list-style-type: none"> 1. are considered EXEMPT under the policy OR 2. hold a Bachelor of Social Work or other equivalent qualification OR 3. have minimum 5 years relevant professional experience, OR a related qualification as per the mandatory minimum qualification requirements. OR 4. hold significant cultural knowledge and experience or lived experience and have faced barriers to educational pathways. <p>Please note that candidates wishing to enter the specialist family violence workforce via a related qualification or 5 years related professional experience pathway, OR the significant cultural knowledge and experience or lived experience pathways will be required to work towards an equivalent qualification within specified timeframes (as per the mandatory minimum qualifications policy).</p> <p>If you believe these pathways may apply to you and would like more information, please don't hesitate to contact Jason Spratt, Executive Manager, Client Services on (03) 5025 5400 to discuss this further.</p>
<p>Specialist expertise/experience</p>	<ul style="list-style-type: none"> • Knowledge and understanding of community services sectors. • A good understanding of relevant legislation. • A minimum of five years demonstrated experience in leading high performing teams
<p>Pre-employment checks</p>	<p>All appointments require:</p> <ul style="list-style-type: none"> • reference checks • national criminal records check (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search) • pre-employment misconduct screening • Working with Children Check both for Victoria and New South Wales • Current Driver's License
<p>Cultural safety in the workplace</p>	<p>Mallee Sexual Assault Unit, Mallee Domestic Violence Services recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge, and experience to the workplace. They also contribute important insight into how Mallee Sexual Assault Unit, Mallee Domestic Violence Services can provide for and engage with Indigenous clients and communities more effectively.</p>
<p>Conditions of Employment</p>	<p>Salary and conditions are in accordance the SCHADS AWARD 2010. Salary packaging and Remote Housing incentive is offered with this position.</p>



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	<p>Monthly RDO accrual for full time employees based on their 40-hour working week.</p> <p>All offers of employment are subject to a satisfactory Criminal Check, Working-With-Childrens Check NSW & Vic, current driver's license and Covid vaccination proof of evidence.</p> <p>All offers of employment with Mallee Sexual Assault Unit, Mallee Domestic Violence Services are subject to a six-month probationary period. All staff members will participate in an annual performance review.</p> <p>Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.</p>
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Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____