



## MANAGER, PREVENTION COORDINATION

### Position description

<b>Classification and salary range</b>	VPS Grade 6 (salary as per the <a href="#">Victorian Public Service Enterprise Agreement 2024 - Schedule C - VPS Salaries and Classification and Value Range Descriptors</a> )
<b>Position Number</b>	677000
<b>Work location</b>	Hybrid. Face-to-face at least 2 days a week (either Melbourne CBD or Ballarat)
<b>Employment type</b>	[Full time/Part time/Flexible], Ongoing
<b>Position reports to</b>	Director, Strategy, Policy and Impact, Respect Victoria
<b>Closing date</b>	17 June 2025

### Position purpose

The Manager, Prevention Coordination will lead implementation of the Community Saturation Model to deliver long term systemic change in the prevention of violence against women and family violence in Ballarat, and potentially in future, other sites across Victoria. The Community Saturation Model is a place-based approach, underpinned by international evidence, that aims to “saturate” a geographical area with prevention and early intervention activities and programs, reinforced by community mobilisation and local leadership.

Directly managing a small Prevention Coordination team and leading a series of cross-organisation workstream teams, the Manager, Prevention Coordination will ensure that the Model is implemented according to the Strategy and Implementation Plan.

Reporting to the Director, Strategy, Policy and Impact, this role will work in partnership with a range of stakeholders across the Strategy, Policy and Impact directorate, Respect Victoria, the not-for-profit sector, government and other settings focused on preventing violence against women and family violence.

#### Are you:

- *An experienced project manager of community change projects with experience delivering strong outcomes using an iterative approach?*
- *A collaborative leader, able to inspire a team of direct and indirect reports and actively engage with stakeholders for a shared outcome?*
- *Energised by a co-design, place-based, and partnering environment and able to influence and effect continuous change and adaptation to the broader political, organisational and demographic landscape?*

# Respect Victoria

Respect Victoria was established as a Statutory Authority under the *Prevention of Family Violence Act 2018* on 4 October 2018. We have a broad focus on the prevention of family violence and violence against women in Victoria, and work collaboratively with stakeholders to provide statewide leadership to create social, institutional, organisational and community change.

Our work aims to:

- Ensure high quality, sustained and impactful prevention activities across all the settings where people live, work, learn, socialise and play
- Inform and sustain a community-wide conversation about family violence and violence against women and the role of individuals, organisations and institutions in preventing these forms of violence
- Ensure government has evidence-informed guidance to support sound decision making about policy, strategy and funding
- Facilitate critical prevention infrastructure to support coordination of effort and impact and enable cohesive growth and sustainability across the field of prevention
- Gather data, research and evidence to maintain a public spotlight on the issue and monitor trends, outcomes and impacts over time.

## Our values

1. **Courage** We are bold, brave and fearless
2. **Integrity** We are rigorous, evidence-informed and accountable
3. **Leadership** We are aspirational, strategic, collaborative and dedicated

People who work for Respect Victoria must comply with the Code of Conduct for Victorian Public Sector Employees and work according to the Victorian Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

## Key Accountabilities

- Apply a project management framework in coordinating a Community Saturation Model including developing clear project plans and methodologies, consulting and collaborating with colleagues and stakeholders, coordinating internal and external resources associated with the delivery of the project, monitoring progress and impact, contract and budget management, and identifying, consulting on and escalating risk.
- Supervise, inspire and motivate staff, including leading the Prevention Coordination team to deliver the operational plan and strategic objectives of Respect Victoria.
- Providing strategic leadership as a representative of Respect Victoria at a range of community forums including the cross-organisational working group supporting the Ballarat Community Saturation Model.
- Deliver specialist technical advice on primary prevention, community mobilisation and project management. Write briefings and reports and engage with the Executive and Leadership teams to support the aim and vision of Respect Victoria.
- Liaise and build strong, trusted relationships with colleagues, and a range of stakeholders across the not-for-profit sector, government and other settings focused on preventing violence against women or family violence.

## Key Selection Criteria

- **Values:** Alignment with the values of Respect Victoria and the Victorian Public Sector.
- **Role and organisational alignment:** Relevant work experience and/or education; understanding and working knowledge of the prevention of family violence and violence against women sector and the whole of government operating environment.
- **Project Delivery:** Translates evidence and strategy into programs or projects that enable achievement of outcomes required; Manages budgets, contracts and resources effectively; Defines governance e.g. success measures, roles and responsibilities, progress monitoring, required to manage risks and maximise probability of success. Considers historical, political and broader context to inform project direction and mitigate risk; Engages key stakeholders at senior levels; Balances the needs of clients, team, and the organisation.
- **Managing People:** Holds self and team accountable to public sector values and agreed performance standards; Supports achievement of outcomes by anticipating and resolving issues; Establishes and implements actions to increase level of people engagement; Creates opportunities for recognising performance.
- **Partnering and Co-creation:** Champions the importance of partnership through co-creation approaches; Brings people together to share resources, tools and case studies to build capability and confidence around co-design; Takes the lead in complex and high profile co-creation activities between government and community; Identifies potential issues and setbacks and is aware of the broader political, organisational and demographic landscape that may influence co-design, sharing expertise with others.

## Relationships

This role:

- **Reports to:** Reports to the Director, Strategy, Policy and Impact
- **Direct Reports:** Up to 6 direct reports
- **Team / Directorate:** Prevention Coordination Team / Strategy, Policy and Impact Directorate
- **Critical internal relationships:** The broader directorate and organisation Leadership Team
- **Critical external relationships:** The Prevention of Family Violence and Violence Against Women sector, government departments, educational institutions, faith communities, peak bodies and the communities in which we coordinate activity.

## Important information

- The salary range for this position is set out in Schedule C of the [Victorian Public Service Enterprise Agreement 2024](#).
- Salary on commencement is paid at the base of the salary range for the relevant grade. The Chief Executive Officer must approve any above base requests. These will be by exception only or where required to match the current salary of a Victorian Public Service employee transferring at-level.
- Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of three calendar years from the date of separation.
- Individuals who have received an Early Retirement Package (ERP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 12 months from the date of separation.
- Individuals who have received an Application Separation Package (ASP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 18 months from the date of separation.

- The agency provides and maintains a safe working environment that does not risk the health of its employees.

## Pre-employment checks

- Employment is subject to a satisfactory National Police History and Working With Children Check.
- Applicants who have lived overseas for 12 months or longer during the past ten years are required to provide the results of an international police check.
- Attestation of conflict of interest and probity checks are required.
- Preferred applicants may be asked to provide evidence of their qualifications and sufficient proof of identity.
- This position is only open to applicants with relevant rights to work in Australia.

## Benefits

Employees of Respect Victoria can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries; flexible working and leave arrangements; training and development opportunities; and benefits associated with Respect Victoria's memberships of the following organisations:

- [IPAA Victoria](#),
- [Diversity Council of Australia](#),
- [Australian Disability Network](#),
- [Pride in Diversity](#),
- [Australian Human Resources Institute](#).

## Diversity and inclusion

Respect Victoria recognises strength in diversity and values an inclusive workplace and is committed to providing flexible and accessible working arrangements for all. We value an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

*If you are interested in this role, but unsure how your experiences might fit, please contact us for a discussion.*

## To apply

Apply before the advertised closing date via the link in the advertisement.

All applications should include:

- a resume
- a cover letter which addresses the key selection criteria (within two pages).

If you would like to discuss this role in more detail, please contact the Director, Strategy, Policy and Impact, Respect Victoria via [HR@respectvictoria.vic.gov.au](mailto:HR@respectvictoria.vic.gov.au).

To receive this publication in an accessible format phone 03 9500 5277 using the National Relay Service 13 36 77 if required, or email [HR@respectvictoria.vic.gov.au](mailto:HR@respectvictoria.vic.gov.au).

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