



Position Details:

Position Title	MARAMIS and Workforce Development Coordinator MARAMIS: Family Violence Multi-Agency Risk Assessment and Management Framework and Information Sharing Schemes
Employment Type	1.0 FT Permanent Position (38 hours per week)
Exemption	This position is only open to women and gender diverse people (Equal Opportunity Exemption H319/2022)
Location	Women's Health In the North (WHIN) 680 High St, Thornbury, Victoria, 3071 Flexible working arrangements are available, as negotiated with the Principal Strategic Advisor (PSA).
Reports to	The MARAMIS and Workforce Development Coordinator is a member of the Northern Integrated Family Violence Service (NIFVS) team, and reports to the Principal Strategic Advisor (PSA).
Direct Reports	Casual employee and consultant professional trainers (approximately 5)

Organisational Context

Women's Health In the North (WHIN)

WHIN is the women's health promotion and advocacy organisation for the northern metropolitan region of Melbourne. WHIN is a not-for-profit member-based organisation committed to improving the health, safety and wellbeing of women and gender diverse people.

WHIN works to eliminate gender inequalities and improve the health, safety and wellbeing of women and gender diverse people. We do this through leadership, advocacy, training, research and strategic partnerships.

Family Violence Regional Integration Committees (FVRICs) and PSAs

FVRICs are local governance structures established to improve the integration of services that respond to family violence.

Victoria's 14 FVRICs play a strategic leadership role, bringing together agencies and sectors that respond to family violence and are major players in the current family violence reform agenda of Ending Family Violence: Victoria's Plan for Change.

Northern Integrated Family Violence Services (NIFVS)

WHIN is the employer of the NIFVS Team comprising of the PSA, MARAMIS and Workforce Development Coordinator and employee and consultant professional trainers.

The NIFVS Regional Integration Committee provides family violence system leadership across the northern metropolitan region (NMR) of Melbourne. This includes the two Department of Families, Fairness and Housing (DFFH) areas of Hume Moreland and North East Melbourne encompassing the seven Local Government Areas (LGAs) of Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea and Yarra.

The NIFVS team provides:

- Strategic leadership and advice.
- Workforce development and capacity building support.
- Family violence reform implementation guidance.
- Information and resources to support effective responses to family violence.
- Links between local, regional, and statewide family violence activities and structures.

For more information on NIFVS please visit: <https://www.nifvs.org.au/>

Position Summary

Key Objectives

Working collaboratively with the NIFVS team the position will focus on a range of regional and local activities that support identified outcomes of the NIFVS FVRIC Strategic Plan and annual Regional Action Plans.

The **MARAMIS and Workforce Development Coordinator** has responsibility to:

- Support the planning, delivery, and evaluation for a range of workforce and sector development activities.
- Support the implementation of reforms arising from the Royal Commission into Family Violence, 2016.
- Oversee and coordinate the NIFVS Family Violence workforce training portfolio including the supervision of trainers and the administration of records.
- Coordinate and facilitate of a range of sector workshops, forums, communities of practice and meetings.
- Build and maintain relationships with relevant NIFVS partners.
- Support the work of the FVRIC in ensuring that organisations prescribed under the MARAM, the Family Violence Information Sharing

	<p>Scheme (FVISS) and Child Information Sharing Scheme (CISS) have the required information, resources, and support to align practice.</p>
<h2 style="color: #e91e63;">Key Result Areas</h2>	
<p>Team Leadership</p>	<ul style="list-style-type: none"> • Team management of professional trainers • Align all training with MARAMIS implementation requirements of the Victorian State Government. • Oversee fee-for-service training including managing contracts and invoicing.
<p>Development of High-Quality Workforce Development Initiatives</p>	<ul style="list-style-type: none"> • Monitor and deliver against workforce development contractual arrangements and reporting requirements. • Plan, deliver and evaluate workforce development initiatives in partnership with the NIFVS PSA, service providers, consultants, and other stakeholders. • Assist with planning, promoting, and resourcing of NIFVS regional meetings • Assist in responding to changes in government policy and structure.
<p>Strategic Networking & Liaison</p>	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with a range of stakeholders including those with lived experience, practitioners, and organisational leaders. • Consult with and engage partners in the development and implementation of forums and other workforce development initiatives to improve family violence responses. • Provide specialist family violence advice to WHIN colleagues and external stakeholders to support the development of quality initiatives and programs.
<p>Collaboration and Teamwork</p>	<ul style="list-style-type: none"> • Actively participate as a member of the NIFVS Team and work collaboratively and proactively to achieve team, NIFVS RIC and WHIN organisational goals. • Participate in staff and team meetings, staff development and organisational planning.
<p>Organisational Development</p>	<ul style="list-style-type: none"> • Facilitate internal knowledge transfer of programs and strategies to support organisational understanding and ownership. • Participate in the development, implementation, and annual review of the NIFVS Strategic Plan and Annual Regional Action Plan.

	<ul style="list-style-type: none"> • Participate in organisational planning including WHIN's annual review of its strategic direction and development of operational plans. • Be actively involved in a learning organisation including continuous quality improvement and accreditation processes. • Apply the organisation's vision, mission and values in order to achieve WHIN's strategic objectives and priorities.
<h2 style="color: #e91e63;">Key Selection Criteria</h2> <p style="color: #e91e63;">Please note: all applications must contain a statement addressing each of the essential key selection criteria separately.</p>	
<p style="color: #e91e63;">Essential</p>	<ol style="list-style-type: none"> 1. A <u>tertiary qualification</u> in education and/or human services – social work, welfare work, family violence work, community development and/or gender studies. 2. Sound knowledge of <u>family violence</u> including an understanding of the gendered nature of family violence. 3. Demonstrated experience working with <u>victim survivors</u> of family violence. 4. Understanding of, and commitment to, <u>intersectional feminism</u> and women's health, safety, and wellbeing and social justice principles. 5. Demonstrated understanding of <u>legislation, policy frameworks and the reform environment</u> relevant to family violence. 6. Strong <u>planning, time management and organisational skills</u>. 7. Demonstrated experience in <u>managing effective relationships</u> with internal and external stakeholders, including service providers, government, and other agencies to achieve strategic and complex outcomes. 8. Demonstrated experience in the planning, delivering, and evaluation of <u>training</u> for professional workforces.
<p style="color: #e91e63;">Desirable</p>	<ul style="list-style-type: none"> • Certificate IV in Workplace training and Assessment. • Knowledge of Melbourne's northern metropolitan region. • Ability to speak a community language. • A Victorian driver's licence.

Remuneration

All WHIN staff are employed under the conditions set out in its workplace agreement. This role is classified equivalent to a level 6 position in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS), with a salary of \$95,484 (Level 6 pay point 1) to \$99,698 (Level 6 pay point 3) per annum for the full-time position, including a 3% above award as per WHIN's current Employment Agreement (EA), exclusive of Superannuation. The pay point will be negotiated according to education, training and years of relevant experience in similar organisations and/or roles. All other conditions of employment are in accordance with WHIN's current EA.

The organisation offers employees the opportunity of salary packaging of up to \$16,050 per annum (\$30K grossed up). Salary packaging increases the value of the net salary (depending on personal taxation situation). (Salary packaging is subject to legislative requirements and in accordance with WHIN's policy.)

In addition to four weeks annual leave staff are granted an additional three days leave (grace-in-favour days) across the Christmas/New Year period (as these fall on normal days worked) and generous personal leave arrangements apply.

WHIN has a time-in-lieu policy for overtime worked outside the 8.00 am – 7.00 pm designated flexi time arrangements.

An initial six-month probationary period will apply as part of the employment offer.

Successful applicants will be required to enter into a Privacy and Confidentiality Agreement, undergo a police check, and obtain a Working with Children's permit if required.

Application Details

All applications must contain a statement addressing each of the key selection criteria (KSC) separately. Details of how to do this can be found [here](#).

Referees, including a recent line manager, will be required if applicants are shortlisted after interview.

Women and gender diverse people from migrant and refugee communities, and Aboriginal and Torres Strait Islander women and gender diverse people are encouraged to apply.

Please send applications including responses to KSC to Kester: kester.n@whin.org.au

If you have specific queries about this position, please contact Veronica Hunt, Principal Strategic Advisor, Northern Integrated Family Violence Services on mobile 0430 552 212 or email to veronica.h@whin.org.au

CLOSING DATE FOR APPLICATIONS 3 April, 2023