



Position Description – Advisor, Safer Community

Position Details

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| Position Title: | Advisor, Safer Community |
| College/Portfolio: | Operations |
| School/Group: | Health, Safety and Risk |
| Campus Location: | Based at the Melbourne campus, but may be required to work and/or be based at other campuses of the University. |
| Classification: | HEW 7 |
| Employment Type: | Continuing |
| Time Fraction: | 1.0 FTE |

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

The Operations Portfolio enables an integrated, enterprise wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: Enterprise Project & Business Performance (EPBP), University Communications (UC), Experience, People, Information and Technology Services (ITS), Office of the Chief Operating Officer (OCOO), Property Services Group (PSG), Procurement, and Project Pi (Pi).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

The People team leads the strategic people agenda of the University and provides high-quality human resources services to enhance the ability of Colleges, Portfolios and Groups to deliver on the University's objective of preparing students for life and work.

Position Summary

Safer Community is a central intake service providing a supportive, victim-centric response to both staff and students who have experienced sexual harm. As a member of the Safer Community team, the Advisor's role is to provide an empathetic intake response to disclosures of experiences of sexual harm, family violence, threatening or inappropriate behaviour.

The role also involves proactive engagement with students who may be exhibiting behaviours of concern and addressing these through the appropriate avenues within the University and externally. The Advisor will provide brief, solution focussed support and case management to students who access the Safer Community Service, including exploring support options, assessing risk and safety issues and referral to internal RMIT student and community supports.

The Advisor will also provide a secondary response role to the Senior Advisor Child Safe in responding to Child Safe concerns, relating to operational responses, including risk assessments and reporting obligations in the absence of the Senior Advisor Child Safe where necessary and the secondary support of the embedding of the Child Safe Framework.

The Advisor will provide secondary consultations to staff in relation to the management of problematic behaviour and how to support vulnerable and at-risk students, working collegially with the full range internal and external stakeholders. RMIT has adopted a restorative engagement process and the Advisor will play a role in supporting assessment for and participation in the process by those who make a historic report.

Reporting Line

Reports to: Senior Coordinator Safer Community

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Respond to all staff and student disclosures of an incident of sexual harm, inappropriate, threatening or concerning behaviour, as well as responding to concerns about the safety and well-being of under 18's.
- Provide short term case management support, including where appropriate the development of risk assessments and safety planning for all parties.
- Provide support, advice and guidance on options and assistance to navigate the university's structure and processes and to make a report (Police, University Human Resources, Student Complaints or Student Conduct) where appropriate.
- Providing secondary consults to both academic and professional staff and external stakeholders
- Developing relationships with key University stakeholders.
- Providing interventions with students engaging in behaviour of concern from diverse communities, including those from CALD backgrounds and students with a disability including mental health.
- Maintain confidential case records and prepare case reports as required.
- Assess the suitability of RMIT's restorative engagement framework in relation to a historic disclosure and where appropriate, guide and support the complainant through the restorative engagement process.
- To provide support to the Senior Advisor Child Safe in managing Child Safe concerns, including risk assessments, reporting requirements and engagement with at risk under 18 students.

Key Selection Criteria

1. Demonstrated high level expertise in case management and risk assessment.
2. Demonstrated awareness and understanding of prevailing issues that relate to sexual harm and gender-based violence, particularly in a tertiary education setting.
3. Experience and awareness of the issues relating to under 18 students and the appropriate risk management strategies.
4. Experience and understanding of the impact of intersectionality in relation to marginalised and minority groups in promoting best practice in the response relating to all parties.
5. Established expertise in the maintenance of comprehensive case records. Experience and knowledge of privacy legislation and due process.
6. Highly developed writing skills and presentation skills.
7. Proven ability to exercise initiative, to solve complex problems and make recommendations. Sound judgement on when to seek advice.
8. Strong interpersonal and influencing skills. Proven ability to communicate effectively to a broad range of individuals and groups, and to work across internal and external service boundaries.
9. Proven high-level organisational skills, with a strong ability to set priorities, plan and organise unpredictable workloads to achieve specific objectives to meet tight deadlines.
10. Personal resilience, well developed selfcare skills, and the capacity to maintain appropriate boundaries.
11. Ability to work independently and collaboratively within a team.

Qualifications

Tertiary qualifications in Psychology, Social Work, Criminal Justice, or a related field and demonstrated experience in working with people who are vulnerable.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

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| Endorsed: | Name: Dawn Tunnicliffe | Approved: | Name: Shelley Cusson |
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| | <p>Title: Senior Manager, Safer Community</p> <p>Date: 18 August 2025</p> | | <p>Title: Executive Director Health Safety and Risk</p> <p>Date: 1 September 2025</p> |
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