



Position Description – Senior Manager Gender Based Violence Prevention

Position Details

Position Title:	Senior Manager Gender Based Violence Prevention
College/Portfolio:	Operations
School/Group:	People - Health, Safety and Wellbeing
Campus Location:	Based at the City campus, however, may be required to work and/or be based at other campuses of the University.
Classification:	HEW 10A
Employment Type:	Continuing
Time Fraction:	1.0

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 audience experiences (Student, staff and industry). The Portfolio incorporates the following business units: Enterprise Projects and Business Performance (EPBP), Communications, Global Marketing & Student Recruitment, People, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Property Services Group (PSG).

The Portfolio houses significant drivers and delivery components across our audience journeys and enables the overall experience. 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

The Program Lead Gender Based Violence (GBV) Prevention will lead the development and implementation of the University's **Gender-based Violence Prevention** framework and support other key gender equity related strategies.

The purpose of the framework is to apply contemporary, evidence-based strategies to reduce the prevalence of gender-based violence with three streams:

- Primary prevention: developing and maintaining a robust culture of respect.
- Secondary prevention: targeted interventions aimed at those at risk of perpetrating or experiencing gender-based violence, and
- Tertiary prevention: ensuring the institutional responses to gender-based violence minimise further harm, prevent re-occurrence and ensure perpetrator accountability.

The role will design and coordinate a whole of organisation culture change program of work involving a large and diverse group of stakeholders as well as providing support and expertise to other key university initiatives.

The role is responsible for managing budgets from multiple sources, business as usual, Government funding and grants. It will also regularly develop proposals or business cases for specific projects or initiatives to attract additional funding.

This role leads a multi-disciplinary team of specialist including change management, event and program coordination, learning design and delivery and research.

This role also provides regular specialist advice to RMIT Vietnam relating to the design and implementation of GBV prevention programs within a local cultural context.

Reporting Line

Reports to: Director, Health Safety and Wellbeing

Direct reports: 3

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

1. To lead and coordinate the operational delivery of the RMIT Gender Based Violence Prevention Team
2. Maintain expert knowledge of contemporary best practice in the prevention and response to sexual harm, family violence and other forms of gender-based violence.
3. Maintain knowledge of the legislative and compliance environment in relation gender equity and gender-based violence and coordinate timely advice to ensure RMIT meets its obligations to entities such as The Tertiary Education Quality and Standards Agency (TEQSA) and the Victorian and/or Commonwealth governments.
4. Oversee project management of RMIT's **Gender-based violence prevention framework**, including coordination, budget planning and management and delivering outputs within agreed timelines by efficient and effective management of resources.
5. Interpret state and commonwealth government legislation relating to sexual harm and ensure the relevant policies and procedures are reflective of RMIT's obligation.
6. Coordinate project governance, monitoring, evaluation and reporting including preparation of reports on projects, outcomes and service trends to a range of internal and external stakeholders such as the Vice Chancellor's Advisory Committee on Gender-based Violence Prevention, TEQSA, Universities Australia and the Australia Human Rights Commission.
7. Provide strategic advice and recommendations to senior leaders and Advisory Committee in relation to continuous improvement and sector leading initiatives and practices in relations to gender equity and gender-based violence.
8. Provide regular specialist advice to RMIT Vietnam relating to the design and implementation of GBV prevention programs within a local cultural context,
9. Establish, maintain and strengthen relationships across the university to support the successful implementation of Gender-based violence prevention projects. Work alongside colleagues in cross functional project work to ensure smooth progress of gender-based violence prevention projects. Build partnerships with RMIT and external researchers to align with best practice research, evaluate interventions and publish research regarding intervention impact.
10. Maintain effective connections with the gender equity and gender-based violence prevention sector and participate in external forum such as communities of practice to ensure a collaborative and

coordinated scope of work. Represent and build the profile of RMIT in an effective and open manner as required.

11. Support and establish effective and efficient communication with Project Sponsors, Director and prevention leaders and team members as well as subject matter experts for seamless delivery of actions and project outcomes.
12. Establish and maintain processes for the delivery and evaluation of training and professional development around gender-based violence, ensuring activities have impact and are consistent with strategic goals.

Key Selection Criteria

1. Demonstrated leadership and management capability, ideally within a complex organisation.
2. Demonstrated ability to identify, design, develop, and deliver a range of innovative and effective gender-based violence prevention projects at a high-level
3. Demonstrated understanding of working in complex situation and strategic project management; through various project management methodologies, principles and practices, including but not limited to risk management, reporting and resource and financial management.
4. Excellent relationship building, management and influencing skills in order to consult and collaborate with a wide range of partners, including key internal and external stakeholders.
5. Proven capacity to develop, deliver, promote and evaluate relevant training and group programs, working in partnership with community/expert agencies where required.
6. Strong oral and written communication skills including the ability to prepare and present materials such as project plans, digital communications and briefings that are clear, accurate and appropriate for the audience.
7. Proven capability to interpret complex policies and procedures and a demonstrated ability to contribute to policy and procedure review and development.
8. Capacity to think and work innovatively, effectively and flexibly in an agile, multi-disciplinary team environment.

Qualifications

Postgraduate qualification in a relevant discipline such as in the field of public health, health promotion, gender-based violence, gender equity, social work, behavioural science, and/or equivalent work experience and demonstrated experience.

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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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