

NT Working Women's Centre

INFORMATION FOR APPLICANTS

Please find enclosed information that will assist you in applying for this position:

1. A Duty Statement for the position.
2. The Selection Criteria.

In order to apply:

- We will only accept written applications
- Please address the selection criteria in your written application
- include a CV and the names and contact details of 2 work related referees
- We encourage applicants to provide information in their cover letter on other skills or experience you have that you feel may assist the work of the centre
- Applications must be received by the close of business **Monday 29th May via email:**
admin@ntwwc.com.au
- Please note that if you are interested in applying for both this position and the other advertised position (the Industrial Liaison Officer) you should complete two applications.

If you require any further information please call Anna Davis or Rachael Uebergang on (08) 8981 0655.



NT Working Women's Centre

About the NT Working Women's Centre

Since 1994 the NTWWC has been providing free, specialist information and advice to vulnerable working women in the NT.

The NTWWC provides an accessible, ethical and effective service to empower, support and advocate for Northern Territory working women, in a feminist framework. The NTWWC provides information, advice, referral, representation and community education about work related issues, such as bullying, discrimination, sexual harassment and termination of employment. The NTWWC models good employment practices that support work life balance and a family friendly workplace.

The NTWWC is funded by the Commonwealth and NT Governments, and has offices in Darwin and Alice Springs.

Our Vision

Our vision is for all Northern Territory working women to have fair, inclusive and sustainable workplaces, where they can participate in and benefit from employment which is free from unfair working conditions, discrimination, sexual harassment and bullying.

Further information: www.ntwwc.com.au



About the DFV Work Aware Program

Domestic and Family Violence (DFV) is recognised as a serious problem facing Australian society. While the disproportionate burden is borne by victims, who are predominantly female, DFV damages the lives of perpetrators, families (especially children), and the communities in which we all live and work. As a greater understanding about the gendered nature of DFV has evolved much has been done to dispel the myths and stereotypes that surround the issue and data has been able to show the prevalence and the devastating impact of DFV. Through evidence based research and experience it is ascertained that a coordinated community response tackling the multiple levels of structures and processes that produce and perpetuate DFV is the best way to protect victims of abuse and to hold their perpetrators accountable for the behaviours. This includes addressing the issue of gender inequality.

Organisations such as workplaces can have a significant role in being proactive and responsive to DFV. This is primarily through awareness raising and by referring and assisting victims to access the support they need to be safer and to address the violence. The business case for workplaces to respond to domestic violence as it impacts on their employees is well established and more than two million employees in Australia now have access to leave entitlements related to DFV.

Many employers have begun to treat DFV with the same priority as other issues that impact on the safety of staff, their performance at work and the reputation of the workplace. This calls for workplaces to have access to training in order to recognise the signs of possible DFV and to provide appropriate support and referrals.

DFV Work Aware is a new program that is a collaborative response to the issues surrounding DFV and work. The program targets effective support to those in need, including resources for workplaces. DFVWA is a joint program of the National Working Women's Centres.

Position Overview

The DFVWA Principal Program Officer (PPO) will work closely with the NTWWC co-Directors, as part of the NTWWC team, to perform the lead role in the DFVWA, with key responsibility for the programs outputs. The PPO will work in collaboration with employers and employer groups to build workplace capacity to identify, respond and support employees who are affected by DFV.

More information: www.dvwa.org.au



NT Working Women's Centre



DFV Work Aware

when domestic & family violence comes to work

Domestic and Family Violence Work Aware Principal Program Officer

**Level 6 NTWWC Enterprise Agreement (\$85,796 – 89,903 pro rata –
salary sacrifice available, plus 11% super)**

Up to 22.5 hours per week negotiable

(Fixed term position for 12 months)

LOCATED IN THE DARWIN NTWWC OFFICE

DUTY STATEMENT

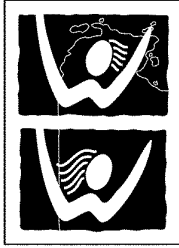
Under the supervision of the co-Directors:

1. Promote the Domestic and Family Violence Work Aware project and training to the trade union movement, Government, employers, private and corporate sector, employer associations, non-Government organisations, a diversity of community organisations, the media and women in the NT.
2. Encourage awareness in workplaces about domestic violence as an industrial issue and foster best-practice responses.
3. Research, develop and disseminate promotional material and other identified resources to workplaces and other stakeholders.
4. Manage project communications through social media, media, email, website, newsletter and other avenues as appropriate.
5. Assist in the development and maintenance of www.dvwa.org.au and www.ntwwc.com.au websites.
6. Organise, develop, deliver and evaluate training programs for the DFV Work Aware project throughout the Northern Territory.

May 2017

7. Seek grant and funding opportunities to sustain the project and make funding applications.
8. Undertake administrative duties and prepare reports and information documents as required.
9. Effectively manage own workload and time.
10. Participate in and contribute to networking opportunities, liaison meetings and outreach activities.

Some travel within the NT required.



NT Working Women's Centre



DFV Work Aware

when domestic & family violence comes to work

Domestic and Family Violence Work Aware Principal Program Officer

SELECTION CRITERIA

1. Demonstrated understanding or ability to quickly acquire an understanding of contemporary Human Resource Management practices and the federal workplace relations legislative framework relative to DFV.
2. Demonstrated ability to achieve identified organisational outcomes, in particular, skills in: working autonomously; project management, fostering collaboration and teamwork, and effectively managing organisational goals, needs and priorities.
3. Demonstrated understanding of domestic and family violence including issues and concerns faced by victims and the impact on employment.
3. Demonstrated cultural competence, gender analysis and commitment to social justice principles.
4. High level communication, community development and capacity building skills, including the ability to:
 - cultivate relevant networks and relationships with external organisations;
 - communicate orally and in writing;
 - source, discern and acknowledge relevant sources of knowledge, and;
 - represent NTWWC with credibility and professionalism.
5. Demonstrated experience in communications, marketing and promotion, including skills in working with traditional media and social media
6. Initiative and ability to research and develop resources in a consultative team environment.
7. Demonstrated experience in, or the ability to learn skills in designing, delivering and evaluating Community Education programs and information sessions, together with public speaking ability.
8. Sound administrative skills and computer literacy, and a flexible approach to the organisation of work.
9. Current Driver's Licence.

DESIRABLE

1. Bachelor or post graduate Degree in Social Work (eligible for AASW registration), Social Sciences, Law or Marketing/Communications
2. Demonstrated relevant experience in the field of domestic and family violence