



# Senior Research Project Management Officer

## Position Description

### Position overview

The Senior Research Project Management Officer in the newly established Respect Victoria will lead and manage research and evaluation priorities, to build and test outcomes and drive integrated, world-class evidence based family violence prevention in Victoria.

This role you will plan, manage and implement strategic projects through to their completion and evaluation. You will identify appropriate governance, systems and processes required to assess, identify and build primary prevention research priorities over time with key stakeholders, including in new settings and with new communities.

You will use this evidence building to help inform the development of frameworks, guidelines, policies and standards required to drive quality primary prevention programming in Victoria, including monitoring, assessment and endorsement of programs carried about by government, organisations and community.

You will work with key internal and external stakeholders to undertake, procure, translate and disseminate research and evaluation, and to systemically build evidence and efforts in the primary prevention of family violence and violence against women across Victoria.

### Are you

- Interested in driving strategic policy in research and evaluation, including engagement with Government, organisations and community to build long-term, world-leading evidence and outcomes in family violence prevention?
- Experienced in the development, delivery and evaluation of research, evaluation projects and/or project/contract management in a corporate or government context?
- An energetic and motivated team player who enjoys working collaboratively to find solutions to complex problems and improvements to systems and process?

<b>Classification and salary ranges</b>	VPS5 (salary as per the <a href="https://careers.vic.gov.au/victorian-public-sector/grades-salaries-benefits">VPS Enterprise Agreement 2016 – schedule B</a> < <a href="https://careers.vic.gov.au/victorian-public-sector/grades-salaries-benefits">https://careers.vic.gov.au/victorian-public-sector/grades-salaries-benefits</a> >)
<b>Work location</b>	Melbourne CBD
<b>Position number</b>	RSVarp1118
<b>Employment type</b>	Fixed Term: 3 years Full-time
<b>Position reports to</b>	Manager Research and Evaluation, Respect Victoria
<b>Further information</b>	Jacinda Davies or Tara English at Fisher Leadership, Ph: +61 1300 347 437
<b>Closing date</b>	Sunday 11:59pm, 25 November 2018
<b>Interviews</b>	Shortlisted applicants to note that interviews are expected to be held from

## Respect Victoria's Vision

Our vision is for a Victoria free from violence, where all Victorians are equal, empowered and respected, at home and everywhere.

## Organisational environment

### Respect Victoria

Respect Victoria is a new organisation, established as a Statutory Authority under the *Prevention of Family Violence Act 2018* (the Act) on 4 October 2018. Respect Victoria, by its establishment fulfils Recommendation 188 of the Royal Commission into Family Violence. Respect Victoria will deliver on the commitments legislated in the Act and the objectives outlined in *Free from Violence: Victoria's strategy to prevent family violence and all forms of violence against women*. Respect Victoria is governed and lead by a skills-based Board and CEO.

Respect Victoria is focused on the prevention of all forms of family violence for all Victorians. No matter their gender, age, sexuality or cultural background. Prevention means stopping violence before it starts, by changing the culture that allows it to happen.

Respect Victoria provides leadership in the prevention of all forms of family violence and violence against women, through advice on policy and program reform to improve the way Government, organisations and the community prevent family violence. This includes setting standards, building and testing outcomes, advising government on the suitability of funding, and communicating, raising awareness, and engaging with the community on family violence prevention.

Respect Victoria's key functions, as outlined in the Act are to:

- Provide advice to the Minister for the Prevention of Family Violence to assist in policy and decision making and the suitability of funding for family violence prevention programs
- Monitor, assess and endorse programs carried out by organisations, and provide organisations with advice, information and support
- Promote awareness in the community of programs, activities and campaigns, including behavioural change campaigns and the Victoria against Violence campaign
- Undertake, procure, and disseminate research
- Report on trends in family violence prevention.

More information about Respect Victoria is available at [www.respectvictoria.vic.gov.au](http://www.respectvictoria.vic.gov.au)

### Research and Evaluation Function

Respect Victoria's Research and Evaluation function will lead and drive the setting of standards, building and testing outcomes and driving integrated and evidence based prevention activities in pursuit of long-term social change. The Research and Evaluation team is responsible for reporting on family violence trends and outcomes to government, organisations and services, establish a research alliance, and establish new partnerships that support innovation, collaboration and increased investment in primary prevention programming across the state. Respect Victoria will use evidence based frameworks and guidelines to support stakeholders and will advise on the design for implementation of family violence prevention programs and reforms.

The Research and Evaluation team works closely with the Communications and Engagement team to ensure the effective alignment of research initiatives and application of evidence-based research outcomes in all communications initiatives in order to address the drivers of violence, and effect long term social change based on other successful social change and prevention efforts.

## Accountabilities

- Develop and manage research and evaluation priorities and projects that build Respect Victoria's research and evaluation functions, and that support and drive delivery of Respect Victoria's organisational and strategic objectives. Contribute to the full life cycle of projects to meet Respect Victoria's research objectives including:
  - Undertake research, analysis and implementation of projects based on defined outcomes and outputs.
  - Managing projects or sub-projects and being accountable for the successful delivery and completion of the projects/sub-projects within resourcing, timeline and budget parameters.
  - Monitoring and evaluating projects to ensure departmental objectives are met.
- Provide authoritative advice, reasoned recommendations and innovative solutions to complex and sensitive issues based on comprehensive research, and support the development of protocols, systems, structures, and governance to build family violence primary prevention and knowledge, and translation of this knowledge in a Victorian context.
- Build and develop appropriate long-term project management and planning to ensure alignment with, and reporting on key performance indicators and outcomes in the prevention of family violence and violence against women.
- Provide authoritative advice to internal and external stakeholders and prepare and present detailed reports, ministerial briefs, cabinet and agency submissions and advice in relation to research and evaluation priorities in the primary prevention of family violence and violence against women in Victoria.
- Build and maintain positive relationships with key stakeholders to facilitate a partnership approach, and drive and facilitate the building of appropriate frameworks, policies and standards, based on evidence and outcomes.
- Work flexibly as required to provide overflow and peak period assistance to the broader organisation, taking reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Respect Victoria's occupational health and safety (OHS) policies and procedures.
- Keep accurate and complete records of your work activities in accordance with legislative requirements and Respect Victoria's records, information security and privacy policies and requirements.

Optimally, you will:

- Operate within increased level of autonomy and accountability in delivering within broad strategic directions.
- Provide professional leadership and guidance.
- Make decisions that establish precedents.
- Manage stakeholders through effective negotiation and influence.
- Manage cross-functional delivery of agency policies and services impacted by sensitive and complex issues.

## Selection criteria

### Knowledge and skills

1. Evaluation and research skills: formulates and communicates evaluation and research options and recommendations; keeps up-to-date with a broad range of contemporary issues; scans for links and potential implications of proposed evaluation and research options; liaises with stakeholders.
2. Systems thinking: diagnose trends, obstacles and opportunities in the internal and external environment; understands the linkages between natural systems and communities to inform evaluation and research; conceptualises and defines the systems working within the organisation.
3. Project management: consults, liaises with and influences key stakeholders; produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified; monitors performance against objectives and manages project risks and issues; ensures project objectives are met.

4. Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

### Personal qualities

- Conceptual and analytical ability: deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.
- Creativity and innovation: generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.
- Relationship building: establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprises.
- Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

### Qualifications

A tertiary qualification preferably in fields related to social science, health or public policy would be desirable.

### Specialist expertise

- Understanding of and experience in evaluation and research, preferably in preventative health or primary prevention would be well regarded.
- Demonstrated knowledge and experience in gender equality, diversity and inclusion, primary prevention and/or family violence will be highly regarded.

### Safety screening

- All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process. Respect Victoria will conduct this check.
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this **and submit as part of their application**. Details of overseas police agencies are available on the Department of Immigration and Border Protection website ([www.immi.gov.au](http://www.immi.gov.au)) and search under 'Character and Police Certificate Requirements – How do I obtain a police certificate?'

### How and where to apply

- Respect Victoria prefers job applications submitted electronically to best manage administrative and environmental resources.
- If you are unable to apply online or having difficulties accessing the information online, please phone Jacinda Davies or Tara English at Fisher Leadership on +61 1300 347 437, for assistance.
- If you wish to be considered for multiple positions, please indicate clearly in your application.
- Your application should include:
  1. A brief covering letter clearly quoting **RSVarp1118**.
  2. A complete and current CV.
  3. A statement detailing your experience relevant to the position and in line with the Key Selection Criteria outlined above, citing evidence to support your claims.

## Conditions and benefits

People who work for Respect Victoria must comply with the Code of Conduct for Victorian Public Sector Employees 2007 and agree to work according to VPS values of quality, collaborative relationships, responsibility, client focus, professional integrity and respect.

Employees of Respect Victoria can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries, flexible working and leave arrangements and training and development opportunities.

Respect Victoria promotes diversity and equal opportunity in employment. If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability, and require advice and support with the recruitment process, please advise us.

To receive this publication in an accessible format phone (03) 9016 6000 using the National Relay Service 13 36 77 if required, or email [info@fisherleadership.com](mailto:info@fisherleadership.com)

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