



## **POSITION DESCRIPTION – Centre Against Violence**

<b>Position:</b>	Chief Executive Officer
<b>Team:</b>	Leadership
<b>EFT:</b>	Full time (38 hours)
<b>Hours:</b>	Business hours and extended hours as business requires
<b>After Hours:</b>	Rostered support of the afterhours teams (shared role)
<b>Accountable to:</b>	Centre Against Violence Board of Management

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## **BACKGROUND**

Centre Against Violence (CAV) was previously known as Upper Murray Centre Against Sexual Assault (UMCASA). The original organisation UMCASA was established in the early 1990s by a group of people from North East Victoria. In 1992, the organisation was incorporated under the Associations Incorporation Act and has always been managed by a community-based Board of Management. In 2012 the new name of Centre Against Violence (CAV) was created to incorporate the diversity of programs operating under the auspice of the organisation.

CAV receives core funding through the Victorian Government Department of Families, Fairness and Housing. From time-to-time special project funding is sought from other sources.

CAV operates within a feminist framework in respect of our understanding and analysis of sexual assault and family/domestic violence. CAV provides crisis care and case management for victim survivors of family violence attending to safety and recovery within the MARAM framework. CAV also provides advocacy, information and support to adults, children and young people who have experienced sexual assault and their supporting family members and friends. We also offer services to children and young people under 18 years old who are identified as having harmful sexual behaviours.

CAV is committed to helping people of all gender identities, ethnicities, races, sexual orientations, religions, ages and physical abilities. This includes trans, gender diverse and non-binary people of all gender identities and expressions as well as cisgender women and men. We respect and celebrate the diversity within our communities and workplace and recognise that people may use different terms to describe their identity and experiences.

CAV is linked to the Victorian after hours sexual assault crisis telephone service: SACL. Our agency provides 7 days per week 24 hours per day crisis care service to victim survivors of recent sexual assault (Recent = past two weeks).

CAV is also linked to Safe Steps, the state-wide family violence crisis service. CAV provides 24/7 crisis care for victim survivors affected by family/domestic violence.

CAV refers to the following Codes of Practice:

- Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors 2<sup>nd</sup> Edition 2020 DV Vic
- HSB– Intervention network for children and young people identified as using harmful sexual behaviours
- SAS Victoria- the peak body for sexual assault services and harmful sexual behaviours services. Standards of practice produced under the SAS Victoria networks guidelines are upheld.
- CAV's policies and procedures set standards of practice



CAV operates a service delivery system which complies with the requirements of ISO:9001 Quality Management System, Human Services Standards and the Rainbow Tick Standards.

Workers employed in CAV programs are provided with permanent employment subject to funding for this program being retained and to successful completion of six months' probation demonstrated by compliance to the terms of employment described in the CAV Employment Agreement which includes all requirements of the Quality Management System.

### **ACCOUNTABILITY**

The CEO is accountable to the Board of Management.

### **CONTRACT**

The remuneration and conditions available to the CEO will be specified by contract

### **LOCATION**

The Administrative base of the service is at Wangaratta. Full service is provided from Wangaratta, Wodonga and Benalla. Outreach services are provided routinely in other areas of the North East according to demand.

The CEO is based in Wangaratta or Wodonga and works across sites.

### **MAIN PURPOSE**

Through a feminist and rights/advocacy framework the CEO is accountable to the Board of Management for the successful operation of the organisation across all domains:

- Governance and Management
- Finance and Funding
- Physical Resources
- Information Technology
- Occupational Health and Safety
- Human Resources
- Risk Management
- Programs and Services
- External Networks
- Quality Management Systems
- Strategic Outcomes

### **KEY TASKS**

#### **Governance and Management**

- Act as Secretary to the Board of Management, ensuring that members of the Board are supported with the timely provision of all documents including agenda/minutes/ governance calendar and reports. Oversee all aspects of the governance calendar activities to completion.
- Facilitate the development and delivery of strategic goals.
- Represent CAV in key roles outside the organisation.
- Oversee and manage the quality management system which enables CAV to meet the standards required by ISO 9001 (current iteration) Human Services Standards and Rainbow Tick. Through the QMS ensure that CAV has capacity to comply with all relevant statutory requirements.



- Make all reports required by the Board of Management when due, in a format and detail that meets governance needs. Key reports for the year are:
  - Organisation Health and Wellbeing
  - Quality Care of Clients
  - Risk
  - Policy Environment Scan
  - Strategic Plan Progress
  - Annual General Report
  - Annual Operations Budget

### **Operation Management**

- Through supervision of the operations manager ensure that physical resources, information technology, communication systems, fleet and human resources are managed effectively.
- Through supervision of the Finance Manager, manage the annual budget, accounting for the honest and effective expenditure of income and ensure the Board of Management are adequately advised of the financial state of the organisation.
- Provide leadership and supervision to the staff members occupying leadership roles ensuring that they are equipped to contribute to successful delivery of high-quality services that meet the requirements of the funding bodies.
- Provide supervision to specialist leadership and project positions to achieve key deliverables on behalf of CAV.
- Be able to describe and monitor the performance and activity of each program including the articulation of the model of care and underlying philosophy, trends and issues related to each.

### **Occupational Health and Safety**

- Maintain a safe work environment for all staff paying particular attention to the occupational risk of vicarious trauma.

### **Risk Management**

- Engage in consideration of risk management across all domains of CAV work.
- Provide risk analysis information to board and staff for consideration.
- Assume responsibility for acting on identified concerns.

### **External Networks**

- Develop and maintain effective relationships with external stakeholders including the key stakeholders relevant to CAV: The Orange Door, Department of Families, Fairness and Housing, Women's Health Goulburn North East, Child Protection Unit, SOCIT, Family Violence Liaison Officers of the Victorian Police, SAS Victoria, Ovens Murray Family Violence Partnership, DV Vic and Family Safety Victoria
- Represent CAV at regional and state-wide forums/committees/meetings.
- Advocate for clients receiving service at CAV: for victim survivors of sexual assault, for children in the SABTS program, for victim survivors affected by family violence and for clients using family violence behaviours and as CEO of CAV place practice knowledge and experience at key times with key people to ensure that awareness of sexual and family violence is maintained and that working to end sexual and family violence is a shared community goal.
- Monitor the external environment for issues that may impact positively or negatively on the services in the program.



## **Key Performance Indicators**

- Ensuring that all programs operate within budget and to target, according to the Funding and Service Agreements held with Department of Families, Fairness and Housing and/or others.
- Provision of leadership within the sexual assault field, family violence field and children's services field through maintaining CAV programs at excellent standards and leading or contributing to research.
- Maintenance and improvement of appropriate support and supervision models for all staff and mechanisms for accountability related to their care and conditions to the board.
- Analysis of evaluative data captured annually informs a cycle of ongoing improvement to the organisation and therefore to service delivery standards. This will be evident in the quality management system.
- Commitment to communication processes that ensure all staff are up to date with CAV quality management system, able to provide input into review and to development of new initiatives and able to competently carry out their duties.
- Progressing the strategic plan.

## **KEY SELECTION CRITERIA**

- Commitment to the Vision and Values of the Centre Against Violence
- Relevant Tertiary Qualifications (Social Work, Psychology, Human Services)
- A minimum of five years' experience of leadership and management in a complex environment, including quality management systems, implementing change, sustaining and developing models of care.
- Specialist knowledge and experience of the issues for:
  - Victim survivors who have been subject to sexual assault
  - Children requiring statutory and therapeutic interventions
  - Victim survivors harmed by family violence
  - Gender: its contribution to violence in society and its influence on outcomes for health and wellbeing
- Transformational leader and strategist.
- Knowledge and experience of the governance model and capacity to work with a Board of Management.
- Demonstrated knowledge and experience in leading programs related to sexual assault, family violence and/or trauma field.
- Understanding of the rural and regional context of practice.
- Strong business management knowledge and skills including financial.

## **ATTRIBUTES**

- Excellent interpersonal, and written communication skills
- Creative and innovative
- An empowering, inclusive and respectful approach
- Strong organisational and time management skills
- Feminist



## **SAFETY SCREENING**

- *The successful candidate holds a current Victorian Drivers Licence without risk of loss through demerit points.*
- *The successful candidate holds or is willing to undertake a current Police Check and WWC ensuring their suitability as an employee of CAV.*
- *Is not and has not been subject to an intervention order by this title or any other used in Australia or overseas*
- *The successful candidate agrees that CAV selection panel reserves the right to contact previous employers and organisations that have contracted the candidate even if such contacts have not been named as referees for the purpose of checking authenticity and claims to experience/knowledge.*
- *The successful candidate, when offered the position, accepts the position with a declaration that there is no health status, either physical or mental that disables their ability to work effectively on a daily basis and notifies CAV if there is any need for modification to aid them at work.*