

# Gender-based Violence Prevention and Response Lead

HEP Level 10

<b>POSITION NUMBER</b>	964444
<b>ORGANISATIONAL UNIT</b>	Wellbeing Office, Enterprise and Digital
<b>POSITION REPORTS TO</b>	Chief Wellbeing Officer
<b>OVERALL PURPOSE</b>	To lead the implementation of Victoria University’s Gender-Based Violence (GBV) Prevention and Response Plan 2026–2029, ensuring a coordinated, trauma-informed and evidence-led approach that aligns with VU’s Strategic Plan, National Higher Education Code to Prevent and Respond to Gender-Based Violence (the ‘National Code’) and the Wellbeing function. This role will champion a whole-of-university response, integrating prevention, education, support and continuous improvement across all student and staff cohorts.
<b>ORGANISATIONAL CONTEXT AND RELATIONSHIPS</b>	<p><b>Within the University the position:</b></p> <ul style="list-style-type: none"> <li>◆ Works closely with the Chief Wellbeing Officer and the leadership team of the Wellbeing function.</li> <li>◆ works closely with the Chief Human Resource Officer, Chief Risk Officer, Chief Student Officer and Registrar and Executive Director – Strategic Project Office.</li> <li>◆ works with People and Culture, Student Services and Administration, Risk and Integrity, Office of the General Counsel Strategic Project Office and Digital and Campus Services teams.</li> </ul> <p><b>Outside the University the position liaises with:</b></p> <ul style="list-style-type: none"> <li>◆ Partner organisations involved in providing equality, safety and wellbeing advice and services to the University, other Australian universities in relation to student and staff safety and wellbeing, and Department of Education.</li> </ul>
<b>LOCATION/CAMPUS</b>	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

## KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

**Deliver** – Excellence Results-driven, accountability, problem solving focus.

**Engage** – Customer service mind-set internally, externally and particularly for students.

**Collaborate and Partner** – Build successful relationships, communicate effectively, influence and negotiate.

**Innovate** – Entrepreneurship, growth, continuous improvement, digital transformation.

**Lead** – Inspire direction, lead change, manage and develop people.

## OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 50,000 students, including around 18,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

### **Commitment to Protecting Country:**

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities and the planet that we share.

### **Commitment to Progressive Inclusivity at VU:**

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

## ORGANISATIONAL UNIT

The Wellbeing Office is responsible for leading VU's holistic wellbeing, equity and inclusion agenda for students and staff. The Wellbeing Office collaborates closely with other departments within the Enterprise and Digital Portfolio and other stakeholders to develop frameworks, programs and policies that enable students and staff to thrive, participate equitably, and feel a genuine sense of belonging. The Wellbeing Office sits within the Enterprise and Digital Portfolio and is led by the Chief Wellbeing Officer.

Other departments within the Enterprise and Digital Portfolio include Student Services and Administration, People and Culture, Digital and Campus Services and Infrastructure and Major Capital Projects, and is led by the Deputy Vice-Chancellor – Enterprise and Digital.

## MAJOR TASKS AND ACCOUNTABILITIES

## **Strategic Direction and Leadership**

- Lead the University's approach to preventing and responding to gender-based violence, ensuring efforts are coordinated and visible across all areas of VU (One VU).
- Provide expert advice to senior executives and leaders and the Chief Wellbeing Officer on emerging risks, sector reforms and best practice in gender-based violence prevention.
- Lead cross-functional teams and committees, bringing together diverse perspectives, including those with lived experience, to inform decision-making.

## **Policy, Systems and Risk Management**

- Develop and maintain clear, accessible policies and procedures that support safe learning and working environments.
- Collaborate with and support the Risk Office to ensure robust risk management and oversight of the systems that support screening, risk assessment and incident management to ensure they meet legal and regulatory requirements.
- Monitor and review contracts and third-party arrangements to ensure alignment with VU's safety and wellbeing standards.

## **Education, Training and Capability Building**

- Design and deliver engaging education programs for students and staff, building awareness and practical skills to prevent and respond to gender-based violence.
- Champion trauma-informed and culturally safe practices in all training and support initiatives.
- Collaborate with internal and external partners to deliver campaigns and events that foster a respectful and inclusive culture.

## **Support and Response Coordination**

- Collaborate with and support relevant stakeholders to ensure students and staff have clear, confidential pathways to seek help, make disclosures, or report incidents.
- Collaborate with and support relevant stakeholders to coordinate timely, fair and compassionate responses to disclosures, working closely with wellbeing and external support services.
- Regularly review support services to ensure they meet the needs of diverse communities, reflect current best practice and identify and support uplift where required.

## **Data, Reporting and Continuous Improvement**

- Collaborate with relevant stakeholders to collate and analyse data related to GBV incidents, disclosures and outcomes ensuring privacy and cultural safety, and prepare consolidated reporting for relevant governance committees and external bodies as required.
- Use insights from data to inform improvements in policy, education and support services.
- Develop high quality, evidence-based, trauma-informed papers for relevant governance committees and senior forums.
- Develop and lead the planning and implementation of a program of work related to gender-based violence, prevention and response.

## **Campus Life, Teaching and Research Integration**

- Work with academic and professional staff to embed GBV prevention into curriculum, campus life and research activities.
- Support initiatives that promote safety and belonging in physical and digital environments, including student accommodation and online platforms.

## **Partnerships and Advocacy**

- Build and maintain strong relationships with specialist organisations, community groups and sector partners.
- Represent VU in external forums, sharing knowledge and advocating for progressive approaches to gender-based violence prevention.

## **TYPICAL/MAJOR CHALLENGES**

- ◆ Complex problem solving to ensure that disparate business areas in the University are engaged in collaborative activity.
- ◆ The ability to work independently, at-pace to deliver against an agreed program of work.
- ◆ The ability to provide strategic and tactical advice to the leadership team.
- ◆ Strong problem-solving skills and ability to drive initiative to ensure efficient delivery of program goals.

## **LEVEL OF SUPERVISION**

- ◆ Operates under broad direction from the Chief Wellbeing Officer and may be required to manage other administrative, technical and/or professional staff.

## **PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

- ◆ Experience and expertise in the management of significant human and material resources, or experience and expertise in the provision of strategic policy advice affecting the direction of the University.
- ◆ Outstanding strategic and leadership skills, effective engagement and project management skills and a proven record of accomplishment in designing, delivering and evaluating wellbeing, safety or prevention projects, initiatives and mental health, wellbeing and inclusion training programs.
- ◆ Strong knowledge of state and national trends in evidence based primary prevention and response policy, practice and research.
- ◆ Demonstrated high level of theoretical and applied knowledge in professional area of expertise.
- ◆ Navigating ambiguity and complex decision-making environments to ensure responsive and effective solutions.

## **KEY SELECTION CRITERIA**

### **Essential**

1. Knowledge or training equivalent to: Proven expertise in the management of significant human and material resources in addition to postgraduate qualifications in Public Health, Health Promotion, Health Sciences, Social Work or Psychology and extensive relevant experience in working in gender-based violence response or prevention or an equivalent alternate combination of relevant knowledge/experience.
2. Advanced experience and demonstrated success leading enterprise-wide, complex social change initiatives that are accountable to and have a meaningful impact within communities with lived experience.
3. Demonstrated experience leading gender-based violence prevention and response initiatives,

preferably in a large or complex organisation.

4. Proven ability to develop, implement and evaluate strategic plans, policies and programs related to safety, wellbeing, or equity.
5. Deep understanding of trauma-informed, intersectional and culturally safe approaches to supporting victim-survivors and responding to disclosures.
6. Strong skills in engaging and collaborating with diverse stakeholders, including lived experience networks, First Nations communities and external partners.
7. Experience designing and delivering education, training, or capability-building programs for staff and students.
8. Knowledge of relevant legislation, regulatory frameworks and compliance requirements (e.g., National Code, Working with Children Checks).
9. Demonstrated high-level ability to translate complex concepts, data and programs of work into clear, compelling written reports and presentations tailored to a range of audiences, including executive leadership, academic stakeholders and external partners.
10. A current E (Employee) Working with Children Check.

## **Desirable**

11. Experience working in higher education, vocational education, or a similar sector.
12. Demonstrated ability to lead organisational change and drive cultural transformation.
13. Experience in research, evaluation, or evidence-based practice related to gender-based violence or wellbeing.
14. Strong project management skills, including the ability to manage multiple priorities and deliver outcomes within set timeframes.
15. Familiarity with digital platforms for training, reporting and communication.
16. Experience representing an organisation in sector-wide forums, public events, or advocacy campaigns.

