



SCHEDULE 1 - POSITION DESCRIPTION

Position title:	Technology Safety Specialist
Hours	70 hours per fortnight It is expected that most work will usually be undertaken between the hours of 9 – 5 Monday to Friday. Some out of business hours work may be required from time to time when travelling or for meetings.
Team/ Program area	Safety Net Australia Project
Award/Agreement/ Classification	The position is guided by the Social, Community, Home Care and Disability Services Industry Award [MA000100]. Classification is linked to Level 6, Pay Point 3.
Reporting to	National Director Safety Net Australia
Tenure	Fixed term to 30 June 2020.
Location	Position can be based in Bendigo, Victoria or any major centre where the applicant lives within 1 hour of a major metropolitan airport. The successful applicant must be able to undertake interstate travel.

Our Organisation

WESNET is a national women's peak body that facilitates and promotes policy, legislative and programmatic responses relevant to women and children who have experienced domestic or family violence.

WESNET works to minimise the harm to women and their children from domestic and family violence by advancing responses that:

- Ensure the safety of women and children;
- Empower them to live free of violence; and
- Improve the social, political and economic status of women.

Site/Program Profile

The Safety Net Australia project was established in 2011 by WESNET. Objectives of the project include working with communities and agencies to address how ongoing and emerging technology issues impact the safety, privacy and accessibility rights of victims of domestic and family violence, sexual violence and stalking; and to train agencies who work with women experiencing all forms of violence in ways to use technology strategically to help find safety, access support and services and gather evidence against their abusers.

The Program is primarily funded through a Commonwealth Government grant initially funded through the \$100m Women's Safety Package to deliver the Safer Technology for Women project and is also working in partnership with Telstra to deliver the *Safe Connections* program, which provides new smartphones to women experiencing violence, particularly those who are experiencing technology facilitated abuse. As part of these initiatives WESNET provides training, support and resources to frontline agencies about the technology

facilitated abuse including through smartphones, common ways that smartphones are misused and ways to collect evidence.

Position Summary

The Technology Safety Specialist, under limited direction from senior employees, will provide training and support across Australia to frontline services and agencies participating in the Safe Technology for Women project. The trainer's main activities will be to: (a) develop and review resources to educate and raise awareness about technology and violence against women, (b) assist with development of training curriculum and deliver training to frontline agencies and other services to increase their knowledge of technology-facilitated abuse, and (c) contribute to the overall work and objectives of the SafetyNet Australia program. The position will report directly to the National Director Safety Net Australia, and will be a member of a small team working to provide new smartphones to women experiencing violence and abuse through a network of frontline agencies.

Position Responsibilities

Safer Technology for Women Project

- Develop and update training programs and resource materials to ensure currency. □
- Write, create and deliver materials, including training curriculum, handouts, and multimedia projects.
- Provide advice and support about technology-facilitated violence through a range of mechanisms to frontline services, other team members and others via phone, email, and online.
- Provide face-to-face and online training to frontline services and present at conferences and fora to other interested stakeholders as required.
- Develop and support positive relationships with a wide range of key government, corporate and non-government stakeholders.
- Manage the operation of a designated area of work and monitor work outcomes

General

- Keep abreast of relevant and emerging technology, technology misuse, and victim safety issues related to technology facilitated abuse.
- Assist in policy development and development of policy and practice positions in relation to violence against women and technology.
- Assist in organisation-wide communications efforts to enhance the visibility of the work of Safety Net Australia.
- Provide support to a range of activities under the SafetyNet Australia project and participating in other technology safety activities and events (as needed).
- Co-ordinate projects and take responsibility for projects.
- Contribute to team knowledge.
- Contribute to the work of WESNET more broadly:
 - (i) provide support to a range of activities or programs;
 - (ii) control and co-ordinate projects;
 - (iii) contribute to the development of new procedures and methodology;
 - (iv) provide expert advice and assistance relevant to the work area;
 - (v) supervise/manage the operation of a work area and monitor work outcomes;
 - (vi) supervise on occasions other specialised staff;
 - (vii) supervise/manage the operation of a discrete element which is part of a larger organisation;
 - (viii) provide consultancy services for a range of activities
 - (ix) provide clear and accurate reports and advice to the National Director and other team members.

Position Requirements (qualifications, skills, knowledge and attributes)

Requirements: A successful applicant MUST have:

- Well developed public speaking skills (at least 3 years of experience providing training).
- Specialist knowledge gained through experience, training or education in relation to gender-based violence against women and/or technology safety or equivalent, and preferably both.
- Well developed organisational skills, detail-oriented, and self-motivated.
- Extensive experience working in the fields of violence against women and girls, and knowledge about the specialist violence and allied frontline service provider sectors.
- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with a team, other staff, other organisations, and other professionals; ability to work independently when needed; commitment to treating all people with dignity and respect; ability to accept, act upon, and offer constructive criticism; and approach situations with a sense of humour.
- Demonstrated ability to handle multiple tasks, manage time, evaluate progress, and adjust activities to complete tasks within established timeframes, and produce high quality work.
- Demonstrated goal setting, problem solving, creative/analytic thinking skills, and organisation skills.
- Excellent computer skills, including familiarity with advanced features of MS Office, particularly Excel, PowerPoint, and Word and online platforms such as webinar platforms, Wordpress and Learning Management Systems.
- Tech savvy.
- Commitment to the agency vision and values and an understanding and commitment to feminist philosophy.
- Bachelor's degree or equivalent work experience in a relevant area. A Certificate IV in Training and Assessment or equivalent.

Desired Skills/Training experience:

- Attended at least one SafetyNet Training, Technology Summit, or other trainings facilitated or presented by WESNET or NNEDV project staff.
- Highly knowledgeable about technology, safety, and privacy with expertise in smartphones and associated computer ware. □
- Experience in working directly with victims/survivors of violence and abuse.
- Bilingual skills (e.g., reading, writing, speaking, signing).
- Knowledge of, or experience with, technology and telecommunication companies.
- Knowledge of, or experience with the legal and justice systems in response to violence against women and/or technology-facilitated abuse.

Key Selection Criteria

1. Excellent communication, interpersonal skills and negotiation skills and the ability to work effectively with a wide range of people across and outside the organisation.
2. Demonstrated experience in public speaking and both face-to-face and online training delivery in a sector relevant to violence against women and girls and technology facilitated abuse.
3. Proven organisational skills, time management, event planning, priority setting and management of multiple competing tasks and deadlines as both an individual and team member.
4. Excellent computer literacy including Microsoft Office and other online platforms.
5. Solid understanding of the gendered nature of violence against women in the community and the intersection between this kind of violence and technology.
6. Experience in working both independently under limited direction and as a senior member of a team.

7. Critical reasoning skills, judgment, resilience and personal attributes that enable you to interact effectively and harmoniously with other people ie: leadership, teamwork, communication skills, problem solving skills, work ethic, flexibility/adaptability, interpersonal skills.
8. Capacity to travel regularly with overnight stays.

Application Procedure

Applicants wishing to be considered for shortlisting *must* provide: (1) A brief covering letter, (2) a 2-3-page document specifically addressing the key selection criteria, and (3) A CV including details of two referees. A single PDF document is preferred.

Applications should be emailed to jobs@wesnet.org.au by midnight on 12 June 2019 or through the www.seek.com.au website.

For further information please contact Karen Bentley, National Director Safety Net Australia, WESNET in writing by email at jobs@wesnet.org.au.

Interviews

Initial interviews are likely to take place on Wednesday 19 June by video-conference or in person. Please keep this date free.

SCHEDULE 2

Additional Information

- This position is required to undertake significant travel and the successful applicant will need to be located within one hour of a major airport, or with the remainder of the team in Bendigo, Victoria.
- Tech Safety Specialists may work remotely from the remainder of a team that will be based in Bendigo, Victoria. It is anticipated that a WESNET network member will be able to provide office accommodation for the trainers at most suitable locations around Australia.
- A current driver's license is required.
- WESNET is an equal opportunity employer. Aboriginal and Torres Strait Islander people and those who speak languages other than English are encouraged to apply
- In regard to Work/Occupational Health and Safety (WHS/OH&S), all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by proactively managing incidents and injuries as well as co-operating with any measures introduced in the workplace to improve WHS/OH&S.
- Employment is subject to a satisfactory current (within past 12 months) National Police Check, (and if based in the ACT, a General Working With Vulnerable People (WWVP) Check) at the start of tenure and renewed every 3 years or as requested. The employee is also responsible for notifying the National Director if any criminal activity occurs in between National Police Checks that may be likely to come up on a future check.

Relationship to performance development and review

This position description operates in conjunction with, and forms part of, the annual review and professional development process. An initial review will take place at the end of induction and probationary period, which is six months following commencement of employment and then on the anniversary of commencement.

WESNET conditions and benefits

WESNET aims to provide a family friendly workplace offering flexible working arrangements.

Benefits include:

- long service leave due after ten years, with access after seven.
- flexible working hours as agreed to assist in work/life balance within operational requirements.
- study leave, professional development and training, and a commitment to staff safety.
- No overtime will normally be paid (unless specifically agreed in writing).

Office Hours

It is expected that most work will usually be undertaken between the hours of 9-5 Monday to Friday. Some out of business hours work may be required from time to time when travelling or for meetings.

WESNET strives to be family friendly and flexible within operational requirements. Regular days of work for part time positions operating as part of a team will be negotiated with the National Director SafetyNet Australia.

Copyright and Intellectual Property

Copyright and intellectual property rights in relation to resources, programs, documentation, systems and all other outputs which are produced or to which a contribution is made in the course of undertaking the employment remain the sole property of WESNET Inc. The contributions of the employee to major pieces of written or other work will be properly acknowledged in writing on the report or product.