

SCHEDULE 2 - POSITION DESCRIPTION

Position title:	Safety Net Australia Director
Hours	70 hours per fortnight It is expected that most work will usually be undertaken between the hours of 9am-5pm 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 Program
Award/Agreement/ Classification	The position is guided by the Social, Community, Home Care and Disability Services Industry Award [MA000100]. Classification for this role is linked to Level 7. Conditions are in accordance with the NES and the SCHADS Award. Generous salary packaging is available as WESNET is a registered Public Benevolent Institution.
Reporting to	CEO WESNET
Tenure	Fixed-term contract to June 2027 (The position is tied to grant funding).
Location	This position can be based in any major centre within a reasonable distance to a major metropolitan airport. Interstate travel may be required as part of the position. This is a work-from-home position, however, applicants from Canberra or Sydney can access shared workspaces upon request. The CEO and team is headquartered in Central Victoria.

Position Summary

The Safety Net Director is responsible for providing high-level support to the CEO by spearheading the day-to-day management of the Safety Net Australia program. The Director will be expected to take a lead role in the operational and strategic planning of these activities, with an understanding of how the program sits within Wesnet's overall work.

They may also represent Wesnet in a variety of forums, and will build and maintain networks and relationships with Wesnet members and key contacts across the sector, government, and corporate partners. This role will also involve providing expert advice related to the Safety Net program and technology-facilitated abuse to others in and outside the organisation. The Director will help promote Wesnet's work and work to achieve Wesnet's vision of *a future where all women and children live free of domestic and family violence and its consequences.*

Position Responsibilities

Position Overview:

This role involves a wide range of responsibilities, including but not limited to the following:

- **Team Management:** Lead and supervise a hybrid team of specialist staff and project officers who provide expert training, advice, and program delivery, including Wesnet's Safe Connections phone program.
- **Project Management:** Oversee and coordinate the delivery of various projects, ensuring timely and accurate reporting to the CEO and relevant stakeholders.
- **Sustainability:** Identify opportunities for expanding the Safety Net program, assist the team in securing funding, and raise the program's visibility when needed.
- **Financial oversight:** Ensure compliance with grant and financial reporting requirements, including reporting to government bodies and external stakeholders. Take a lead role in planning and monitoring the program's annual budget. Maintain strong relationships with grant managers, funders, and key Safety Net partners.
- **Stakeholder Relations:** Cultivate and manage positive relationships with a diverse range of government, corporate, and non-government stakeholders.
- **Program Oversight:** Manage the high-quality production of the Safety Net Program's advice, knowledge, and training materials ensuring content is up-to-date, designed for relevant target audiences, and is evidence-based and trauma-informed.
- **Policy and advice:** Provide expert advice to support Wesnet's strategic objectives, including external guidance to our members, key stakeholders and government departments as needed.
- **Organisational leadership:** Contribute to the sustainability of Wesnet and the Safety Net Australia Service through participation in related activities and events as required.

Key Relationships

This role reports directly to the CEO, and will work closely with the Deputy CEO as part of the Wesnet management team. The primary relationship will be in the strategic and day-to-day management of the Safety Net Team based in Bendigo and Sydney but there will be regular contact with other members of the Wesnet team. The successful candidate will also maintain key stakeholder relationships with government and funding bodies and other partners.

Selection Criteria (required qualifications, skills, knowledge and attributes)

Qualifications: A Bachelor's degree in a relevant discipline and 5+ years experience in a relevant role. Postgraduate qualifications desirable.

A successful applicant MUST have:

1. Demonstrated leadership skills with the ability to take responsibility for and manage people and projects through to the high-quality and timely completion of tasks and activities, and

the ability to set and meet high standards, and to inspire other staff to help achieve strategic objectives.

2. Advanced representational and presentation skills: Demonstrated ability to capably and reliably represent an organisation at a senior level, including to government and other peak bodies if required. Proven ability to deliver engaging keynote-level presentations to sizeable audiences and demonstrated experience in responding to media such as television, radio and print on the issue of technology-facilitated gender-based violence.
3. Advanced written and verbal communication skills: Demonstrated ability to develop a range of high-quality outputs targeted at different audiences, that are clear, accurate and evidence-based. Good judgement when preparing policy and strategic advice to CEO, board and other key stakeholders.
4. Demonstrated experience in program delivery and reporting of commonwealth or other government grants within a not-for-profit is essential, including contract and budget management. Experience in grant writing and acquittal also desirable.
5. Specialist knowledge gained through experience, research, training or education in relation to gender-based violence against women and/or technology safety or equivalent, and preferably both.
6. Knowledge or ability to quickly acquire knowledge about the specialist violence and allied frontline service provider sectors, and ideally, experience working with specialist family and domestic violence service providers.
7. High-level organisational skills: Ability to work independently as well as oversee work of other staff, manage workloads, juggle multiple tasks, set priorities and meet deadlines.

The following attributes are desirable:

8. Relevant experience in a not-for-profit or related environment or a combination of education and relevant experience.
9. Experience working with hybrid teams across multiple jurisdictions.
10. Passion for technology.

Additional Information

- The position is expected to be located within one hour of a major airport.
- A police check and Working With Vulnerable People registration will be required.

Office Hours

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

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 and then annually.

Wesnet conditions and benefits

Wesnet is a Public Benevolent Institution and generous Salary Packaging is available to staff through our provider <https://eziway.net.au/#>

Wesnet aims to provide a family friendly workplace offering flexible working arrangements within operational requirements.

Benefits include:

- 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).

Copyright and Intellectual Property

Copyright and intellectual property rights in relation to resources, programs, documentation, systems and all other outputs that 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.

How to apply

To be considered for shortlisting and an interview, your application must include:

- Cover letter
- A statement which describes your suitability against each of the key selection criteria detailed in the Position Description.
- A resume containing your contact details, a summary of work experience, details of qualifications and education.
- Referees - if offered an interview, you will be required to provide details of at least two referees - ideally, one should be your current or most recent supervisor from your most recent employer - and another supervisor with knowledge of your work performance.

Application deadline: The final date for receipt of applications will be 9am AEDT on Monday 17 March 2025. Late applications will not be considered, however, Wesnet does reserve the right to extend the final date if a suitable applicant is not found.

Applications must be submitted via email to jobs@Wesnet.org.au

- The position description is available at <http://www.Wesnet.org.au/jobs>
- If you need additional information about the position, please send your written enquiry to jobs@Wesnet.org.au.
- A Single PDF is preferred.
- PLEASE NOTE: Applications that do not comply with the above will not be considered.