

POSITION DETAILS	
<b>POSITION TITLE</b>	Executive Officer, National FVPLS Forum Secretariat
<b>FULL TIME EQUIVALENT</b>	1.0 FTE
<b>REPORTING STRUCTURE</b>	<p>Reports to Manager, Policy &amp; Strategy</p> <p>Directly advises and supports the National FVPLS Forum Convenor</p> <p>Direct reports – Secretariat Staff (1).</p>
PURPOSE - Why does this position exist?	
<p>Working within the Charter of the National FVPLS Forum, and under the guidance of the Manager Policy &amp; Strategy, provide the functions of a National Secretariat to the National Convenor and National FVPLS Forum Members, including</p> <ul style="list-style-type: none"> <li>• administering Forum meetings and general activities</li> <li>• supporting the Forum's policy and advocacy work</li> <li>• representing and promoting the National Forum as directed</li> <li>• develop the Secretariat work plan, and regularly provide progress reports to the National Forum</li> <li>• report to Government as required, and oversee the National Secretariat budget.</li> </ul>	
RESPONSIBILITIES	
<p><b>Convenor Support</b></p> <p>Ensure the Convenor and Deputy Convenor have access to Secretariat support as and when required.</p> <p><b>Forum Administration</b></p> <p>At the direction of the National Convenor, coordinate national teleconferences, working groups, and other meetings and activities to support the networking/collaboration of National Forum Members and others as required</p> <p>Support the National Convenor and Deputy Convenor with administrative functions as required, including correspondence, preparation and dissemination of materials</p> <p>Respond to National Forum Members' requests and enquiries and support the induction of new FVPLS CEOs/Coordinators in relation to the role of the National Forum and National Forum activities</p> <p><b>Policy and Advocacy</b></p> <p>Support the National Forum, and the National Convenor, in its policy and advocacy work, including in the drafting of policy submissions, media releases, speeches and other related work</p> <p><b>Representations and Promotion</b></p> <p>Represent the National Forum at forums, meetings and as otherwise directed by the National Convenor</p> <p>As appropriate, promote awareness of the National Forum and its role</p> <p>Undertake travel as required, including for meetings and visits to FVPLS member organisations</p> <p><b>Management Coordination and Planning</b></p> <p>Coordinate the activities of the National Secretariat, including capacity building and sector development activities, to ensure the effective operation of the National Secretariat.</p> <p>Manage Secretariat staff, Forum projects and grant programs.</p> <p>Develop and solicit Forum members' approval of the Secretariat work plan, and regularly provide progress reports to the National Forum</p> <p>Contribute to prioritisation of activities, communication and collaboration within the Policy and Strategy Team</p>	

<p><b>Funding and Accountability</b>          Report to Government as required by funding agreements          Oversee and report on the National secretariat budget.</p> <p><b>Improvement</b>          Implement and execute best effective practice methodologies and service delivery strategies.          Promote and implement a proactive continuous improvement culture.</p> <p><b>Occupational Health and Safety, and Equal Opportunity</b>          Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.          Proactively report on opportunities for improved health and safety.          Comply with Equal Opportunity policy, procedures and requirements, and undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.</p>	
<p><b>DECISION MAKING AUTHORITY</b></p>	
<p>All decision making within scope of responsibilities and budget allocations          Recognise when to involve / escalate to Manager Policy &amp; Strategy, General Manager or National FVPLS Forum Convenor.</p>	
<p><b>KEY INTERACTIONS</b></p>	
<p><b>Internal:</b>          CEO, General Manager, Policy and Strategy Team members, senior managers, and other employees</p>	<p><b>External:</b>          Forum members, Commonwealth Ministers and other politicians, commonwealth government agencies, Community organisations. Consultants, Media.</p>
<p><b>QUALIFICATIONS</b></p>	
<p><b>Essential:</b>          At least an undergraduate qualification (degree course) in a relevant discipline.</p>	<p><b>Desirable:</b>          A Master degree in a relevant discipline.</p>
<p><b>EXPERIENCE</b></p>	
<p><b>Essential:</b>          Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations.          Experience in organising meetings and providing a secretariat function, including minute taking, record management, providing member support and other related tasks.          Experience in strategic and/or policy roles, preferably directly related to improving law and justice outcomes and increasing access to culturally appropriate legal and associated services for Aboriginal and Torres Strait Islander victims/survivors of family violence and sexual assault.</p>	<p><b>Desirable:</b></p>



<p>Sound knowledge of the key policy issues and stakeholder positions in relation to family violence against Aboriginal and Torres Strait Islander people in the National sphere, or demonstrated capacity to acquire that knowledge.</p> <p>Demonstrated capacity to effectively implement campaigns to achieve policy change, including funding allocations, at a national level.</p> <p>Willingness to travel.</p>	
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**TECHNICAL COMPETENCIES**

Intermediate PC skills, including strong familiarity with MS suite of tools.

**GENERIC COMPETENCIES**

Strong conceptual, analytical and investigative skills and capacity to think and plan strategically.

Good skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all stakeholders.

Strong judgement of political processes and opportunities

Excellent written and verbal communication skills.

Strong team organisation and time management skills

**ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

<p><b>Employee Signature:</b> _____</p> <p><b>Name:</b> _____</p>	<p><b>Date:</b>    /    /</p>
<p><b>Direct Manager Signature:</b> _____</p> <p><b>Name:</b> _____</p>	<p><b>Date:</b>    /    /</p>

**HR CHECKLIST**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.</li> <li><input type="checkbox"/> Place one copy of completed form and any attachments on the employee's Performance File.</li> <li><input type="checkbox"/> Retain original completed form and any attachments on the employee's Personnel File.</li> </ul> <p><b>Initials:</b> _____ <b>Date:</b> _____</p>	
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