Updated 1 June 2018

Sample SHRFV Project Manager Role Description

Overview

The **SHRFV Project** aims to increase staff competence, develop and share resources and build hospital capacity across Victoria to respond to family violence and improve outcomes for patients who have experienced family violence. X hospital is now implementing a whole-of-hospital approach for embedding the practice of identifying and responding to family violence experienced by patients. The SHRFV approach is also being implemented by hospitals across Victoria and the Women’s provides leadership and support to hospitals to do this important and complex work.

Position Purpose

Under the [who the role reports to] this position will lead the implementation of the Strengthening Hospital Responses to Family Violence Project

**Responsibilities & Major Activities**

* Lead and manage the implementation of the Strengthening Hospital Responses to Family Violence approach at X, consistent with funding and governance requirements
* Develop and implement a plan to deliver on the SHRFV program objectives in relation to policies and procedures, training, stakeholder engagement, community education, data collection and reporting, in accordance with timeframes and resources
* Embed the SHRFV program and sensitive practice, integrating any new reforms such as antenatal screening, in the care provided by identified clinical areas, ensuring that its delivery is sustainable into the future
* Lead and manage the development and implementation of a Clinical Champion Network
* Manage relationships with external partners and stakeholders to support the development and delivery of the SHRFV program
* Lead a range of promotional activities to raise awareness amongst internal and external stakeholders of the hospital position on family violence
* Advocate for the role of hospitals in responding to family violence.
* Deliver family violence training internally (and externally as required) and support the management of the continuous improvement of family violence training content and delivery
* Manage project SHRFV staff
* John is quiet throughout the examination, and his father, Doug, does all the talking, saying John is 'bloody hopeless', falling off a ladder at the farm when he should have been helping him fix up storm damage.
* Your son goes to school with John, and says John is often getting into trouble, and that its common knowledge that Doug is very strict and critical, and never lets John go out to gigs and parties with the other boys.

**Key Performance Indicators**

Key performance Indicators will be developed in alignment with milestones and deliverables in the project plan. These will be set with you as part of your Performance Development plan within the first six months of your appointment to the position.

Key Selection Criteria

Essential

**Knowledge including qualifications**

1. Degree in a social science, health related discipline (e.g. social work, medical, psychology, nursing, science), arts, gender/women studies or relevant field
2. Knowledge and understanding of sensitive and complex issues affecting women’s health policy and service delivery in the Victorian context
3. Knowledge and understanding of the family violence policy and service delivery environment in Victoria
4. Experience working in a hospital in a clinical role with people affected by family violence.
5. Experience delivering training, preferably training pertaining to family violence

**Project Expertise**

1. Experience developing and coordinating complex projects in a large institution
2. Experience engaging, communicating and managing relationships with a diversity of stakeholders
3. Demonstrated ability to communicate, both verbally and in writing, in a clear, effective and engaging manner.

**Attributes**

1. Strong strategic thinking, research skills and analytical capability.
2. Team player who understands the value of sharing information, develops and maintains constructive relationships and shows commitment to team objectives.
3. Demonstrates commitment to the Women’s Declaration and embodies the Women’s values of courage, passion, discovery and respect.

Desirable

1. Experience in driving cultural change or leading organisation-wide development programs.
2. A formal qualification in project management.

Organisational Relationships

**Internal relationships:**

* Strategy and Planning team members, Executive and Directors, and all other areas of the organisation.

**External relationships:**

* Health services across Victoria, Department of Health and Human Services, family violence and sexual assault sector, community legal and other relevant government and non-government organisations.