

## Role Statement

Role:	Policy & Research Manager
Unit:	Evidence-Based Practice & Quality
Reports to:	Chief Executive Officer
Direct Reports:	None
Status:	Full-time, ongoing subject to funding
Classification:	Level 7, Social, Community, Home Care & Disability Services Award 2010

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## About DVNSW

Domestic Violence NSW is the NSW peak representative body for specialist domestic and family violence (DFV) services. Operating from a feminist, social justice framework, we work to improve policy, legislative and program responses to DFV. We work on behalf of our members representing over 50 organisations across the state, including:

- Specialist domestic and family violence services.
- Community and women's health organisations.
- Community legal services specialising in working with victim-survivors.
- Non-government organisations that work primarily with victim-survivors.

Our work includes:

- Research, policy development and guidance to the government and the NGO sector.
- Supporting the development and implementation of prevention and awareness work and campaigns.
- Developing integrated responses to prioritise the safety and wellbeing of DFV victim-survivors and hold perpetrators of violence accountable.
- Systemic advocacy and representation to government and other decision makers.
- Training and education.
- Supporting the development of best practice responses and services, including primary prevention.
- Information dissemination to our members, partners, the media and communities.
- Sector consultation, coordination and capacity building to enable better service delivery and functioning of community organisations.

## Position Purpose

The Policy & Research Manager takes the lead in DVNSW's work in the areas of research, evaluation and policy with a view to assisting the domestic and family violence (DFV) sector in achieving best practice and delivering quality services. The role coordinates internal and external reporting systems, evaluates DVNSW's projects and practice as well as managing policy, research, submission and measurement outcomes. The role engages with a range of external stakeholders including Department of Family & Community Services, academia and Women NSW. It manages key NGO and sector relationships through structures and processes such as the NSW Women's Alliance and the DVNSW Policy Advisory Committee.

Success measures in this role include:

- Output level for practice information, submissions and evaluation reports.
  - Stakeholder feedback.
  - Contribution to team and organisational performance.
  - Extent and relevance networks
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## Responsibilities & Key Activities

### Research & Evaluation

- Develop and implement research project plans in line with DVNSW's core business and member priorities, bringing together relevant stakeholders and drawing on existing research from academia, associations, research organization (eg ANROWS) and government.
- Undertake high-level research into DFV services, practice and outcomes, reporting on results and forming recommendations on best practice,
- Evaluate and report on DVNSW's projects and practice, drawing on both qualitative and quantitative data.
- Undertake DFV research in response to opportunities for DVNSW to present submissions and assist the CEO in drafting same.
- Undertake end-to-end evaluation project management, including planning, implementation and coordination of project milestones and deliverables.
- Based on research and evaluation results, develop and maintain an outcomes measurement framework for DFV services.
- Develop evaluation or research tools, frameworks or strategies to support DVNSW's research and evaluation projects.

## Sector Consultation

- Convene and coordinate the DVNSW Policy Advisory Committee (DPAC) to understand sector issues and inform DVNSW's work.
- Support DVNSW member services, DFV networks, sector services and practitioners to translate evidence based research and knowledge into practice.
- Coordinate the work of the NSW Women's Alliance to build strong collaborative advocacy relationships across the NSW domestic, family and sexual violence sectors and with government
- Work with practitioners to identify systemic policy issues and gaps and improve policy and practice
- Support the DVNSW team to convene and participate in policy forums with sector services, communities and partners across NSW.

## Policy Development

- Monitor the federal and state government policy environment to determine impact on organisations delivering DFV services.
- Provide complex, evidence-based policy advice around DFV and the emerging trends in the sector within the context of government policy and academic research.
- Prepare high-quality written advice, briefings, submissions and other correspondence on policy, policy direction, service quality and outcomes measurement as needed (eg, for members and government stakeholders).
- Investigate policy or program options, and prepare reports and submissions on outcomes and initiatives.
- Represent DVNSW and the NSW DFV sector on national and state committees and working groups.

## Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of DVNSW objectives.
- Participate in organisational development and planning initiatives.
- Provide regular reporting as required.
- Comply with DVNSW's policies and procedures.
- Manage and work with interns to produce policy and research papers
- Undertake other responsibilities and duties within the scope of this role, as directed.

## Selection Criteria

### Essential

- Relevant qualification in Social Science, Health Science, Public Health or a related field.
- Experience in the domestic and family violence sector.
- Strong analytical and research skills to formulate policy positions within a broad and complex framework.
- Demonstrated capabilities in conducting evaluation projects, including design, analysis and interpretation of data.
- High level quantitative and qualitative data analysis skills with exceptional attention to detail.
- Proficient with quantitative and qualitative statistical software (Excel).
- Ability to conduct literature reviews to a high standard including search, collation and summarising skills.
- Proven ability to build strong relationships with stakeholders to achieve project objectives.
- Strong initiative and self-motivation.
- Highly developed written communication skills and the ability to document data in an engaging form.
- Excellent planning, time management and organisational skills.
- Commitment to social justice, a gendered analysis of domestic and family violence and gender and cultural safety.
- Female - being a woman is a genuine occupational requirement of this position under Section 126A of the Anti-Discrimination Act 1977.

### Ideally:

- Understanding of the NSW government policy environment
- Understanding of NSW, national and international homelessness and housing policy
- Detailed knowledge of the breadth of policy and practice responses to domestic, family and sexual violence.
- Advocacy and policy experience working with all levels of government