



## **INFORMATION FOR LODGING YOUR JOB APPLICATION**

**You will find in this information package:**

- Selection and desirable criteria for the position
- Job description for the position
- What to include in your application

**Thank you for your interest in this position!**

## Immigrant Women's Speakout Association of NSW

### **Policy Officer, NESB Domestic Violence Project**

#### **SELECTION CRITERIA**

##### **Essential:**

1. Demonstrated knowledge of and commitment to migrant and refugee women's issues, the principles of multiculturalism and access and equity.
2. Experience working with Non-English Speaking Background (NESB) women.
3. Sound knowledge of domestic violence issues, government policy and processes and community services.
4. Proven experience in policy development, analysis and review.
5. Demonstrated experience in advocacy and community development.
6. High level written and oral communications skills.
7. Ability to work independently and as part of a team.
8. Relevant tertiary qualifications.
9. Minimum 2 years experience in policy and community development work.

##### **Desirable:**

1. Bilingual /bicultural background
2. Training experience
3. Driver's license and access to a car

**Immigrant Women's Speakout Association of NSW**  
**Domestic Violence Policy Officer Position**  
**JOB DESCRIPTION**

**Accountable to:      Management Committee**  
**Responsible to:     Executive Officer**

**Community and Policy Development**

1. In consultation with staff and Management, analyse policy issues and formulate policy options relevant to the target group.
2. Respond to Government policies and major reports which have an impact on Non-English Speaking Background (NESB) women in domestic violence situations.
3. Engage in activities to promote the Domestic Violence Project to relevant organisations and the community, eg. committees, meetings. consultations, other.
4. Participate and contribute to public forums, seminars, conferences relating to NESB women and domestic violence.
5. In consultation with the D.V. Team Project Officers and staff, respond to issues identified through casework and community development and raise these with relevant government and non-government bodies.
6. In consultation with the Executive Officer and with the approval of the Management Committee, participate on relevant advisory bodies, committees and boards in order to represent issues impacting on NESB women in domestic violence situations.
7. In consultation with the Executive Officer, represent issues of concern to the target group at a State level.
8. Conduct training sessions on issues relating to working effectively with NESB women in domestic violence situations, targeting a range of government and community services.

**Project and Centre Responsibilities**

1. Provide bimonthly written reports to the Management Committee
2. Attend bimonthly Program Planning meetings
3. Attend/consult/participate in regular Domestic Violence project staff meetings
4. Attend and participate in monthly supervision sessions with the Executive Officer
5. Attend and participate in fortnightly staff meetings and planning activities

6. Attend and participate in relevant training programs
7. Ensure project accountability to DOCS in consultation with Executive Officer and Project officers
8. Work collaboratively with other team members by sharing skills, resources, information and ideas.
9. Participate in Speakout's projects/functions, AGM, discussion evenings, consultations and other, as required and as directed by the Executive Officer and Management Committee
10. Respect, observe and implement Speakout's policies, procedures and practices

## What to include in your application

- You must address **all** points of the selection criteria, point by point
- Include your resume / curriculum vitae. It is not necessary to include copies of certificates and other documents. If you wish you can bring this documentation with you if you are selected for an interview
- Include the names and contact details of two (2) current referees, including a recent employer
- It is preferable if your application is not presented in a plastic binder or similar format. It is expensive and quite unnecessary
- **Forward your application to:** **Confidential  
The Chairperson  
Immigrant Women's Speakout Association of NSW  
PO Box 9031  
Harris Park NSW 2150**
- **Deadline for applications:** **Monday, 28 January 2008**
- **The interview will take place at:** **47 Albion St  
Harris Park  
Phone: (02) 9635-8022**

### Culling and Interview Process

The same selection criteria will be used to assess all applications and a standard procedure is used for the culling and interview process.

#### The process is:

- Soon after the closing date the Employment Sub-Committee (ESC) will assess all applications. Applications will be culled according to the essential and desirable criteria; the latter will be particularly relevant pending the number and quality of applications received.
- Selected applicants will be contacted by phone and a time for an interview will be arranged. The interview panel will use the same set of questions for all applicants. The interview panel will consist of no more than four (4) people
- Interviewees will receive a copy of the set interview questions 15 minutes before the interview
- After all interviews are completed, the ESC will check with the nominated referees the best applicant/s
- A member from the ESC will phone the successful applicant and offer the position. All unsuccessful interviewees will be contacted by phone and in writing. You can ask questions or feedback about your interview at this stage
- A written offer of employment will be made to the successful applicant. Any negotiations regarding the employment conditions may occur at this point
- All other unsuccessful applicants will be notified in writing