

Respect Victoria Board – Position Description

Chairperson and Board Member (various positions)

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Position details

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| Title | Chair, Respect Victoria Board (1 position) Member, Respect Victoria Board (up to 7 positions) |
| Location | Melbourne CBD |
| Term | Up to three years (dependent on Ministerial approval) |
| Remuneration | Respect Victoria is classified as a Group C organisation under the Victorian Government's Appointment and Remuneration Guidelines. As such, the Board positions are paid sessional rates within the range set by the Appointment and Remuneration Guidelines, currently \$381 per day for each member, and \$472 per day for the Chair. Further details are available at: https://www.vic.gov.au/guidelines-appointment-remuneration . |
| Meeting frequency and time required | Board meetings are held in person (Melbourne CBD) every second month for three hours – usually on a Friday morning. Flexible arrangements and other accommodations can be made. A strategic planning session is held each year. Meetings of the Board's two committees are held online for two hours, twice and five times per year respectively. |

About the Respect Victoria Board

The Respect Victoria Board (the Board) was established under *the Prevention of Family Violence Act 2018* (the Act) to govern the Family Violence Protection Agency, known as Respect Victoria, as a statutory authority focused on the primary prevention of family violence and violence against women for all Victorians.

Respect Victoria operates as part of the Victorian Government. Under section 85 of the *Public Administration Act 2004*, Respect Victoria's Board is accountable to the Minister of Prevention of Family Violence for the exercise of its functions, and thereby the delivery of important government policy outcomes. Members of the Board meet every second month, in addition to sub-committee meetings, to govern Respect Victoria so that it fulfils its statutory responsibilities and strategic direction, in line with organisational values.

The Board currently comprises eight members, including the Chair, appointed by the Minister for Prevention of Family Violence, to fulfil the obligations prescribed by the Act.

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The Respect Victoria Strategic Plan 2023-2028 outlines the organisation's objective to play an impactful and leading role in the prevention of family violence and violence against women in Victoria. As Respect Victoria completes the current strategy, and looks towards developing its next Strategic Plan, we are seeking to renew a dynamic, committed and diverse Board that can maintain the momentum built through the current strategy and lead the organisation into its next chapter. This will require members with a dedication to Respect Victoria's vision, strong governance expertise, and experience to set and guide the agency's strategic direction for the years ahead.

Commitment to Diversity

The Victorian Government is committed to ensuring that government Trusts, Boards and Committees reflect the rich diversity of the Victorian community. The Victorian Government's Women on Boards commitment has been in effect since 2015 and is ensuring that all public boards have no less than 50 per cent women.

We encourage applications from people with lived experience of family violence and violence against women, people of all ages, Aboriginal and Torres Strait Islander people, people with disability, people from culturally and linguistically diverse backgrounds and lesbian, gay, bisexual, trans, gender diverse and intersex people. We will provide adjustments to the recruitment process upon request.

If you would like help understanding this document or would like to receive it in another format phone 03 8620 8000, using the National Relay Service 133 677 if required, or email Penny Wilson at penny.wilson@shk.com.au.

Respect Victoria

Respect Victoria was established in 2018 in response to Recommendation 188 of the Royal Commission into Family Violence, becoming the first agency dedicated solely to the primary prevention of family violence and violence against women in Victoria.

Respect Victoria serves as an independent voice with functions, powers and duties protected by law.

It has a broad focus on the primary prevention of violence against women and family violence in Victoria and works collaboratively with stakeholders to provide statewide leadership to create social, institutional, organisational and community change.

Respect Victoria aims to:

- Ensure high quality, sustained and impactful prevention activities across all the settings where people live, work, learn, socialise and play.
- Inform and sustain a community-wide conversation about family violence, sexual violence and all forms of violence against women and the role of individuals, organisations and institutions in preventing these forms of violence, including through community-wide campaigns.
- Ensure government has evidence-informed guidance to support sound decision making about policy, strategy and funding.
- Facilitate critical prevention infrastructure to support coordination of effort and impact and enable cohesive growth and sustainability across the field of primary prevention.
- Gather data, research and evidence to maintain a public spotlight on the issue and monitor trends, outcomes and impacts over time.

Respect Victoria is also leading Respect Ballarat: A community model to prevent gendered violence. This nation-leading initiative supports and coordinates primary prevention and early intervention work to accelerate progress towards reducing the prevalence of gendered violence in Ballarat.

Guided by an independent Board, Respect Victoria operates as both an active participant in the primary prevention sector and as a body that provides objective oversight and advice on the growth and development of this sector and the broader system required to implement effective, evidence-informed prevention work. Respect Victoria is focused on achieving outcomes towards a violence-free Victoria through collective effort at all levels of society.

Positions available

The Minister for Prevention of Family Violence is seeking nominations from suitably qualified and experienced persons to positions on the Respect Victoria Board. The positions available are:

- Chairperson, Respect Victoria Board (1 position)
- Member, Respect Victoria Board (up to 7 positions).

Board member responsibilities

All members of the Respect Victoria Board are required to:

- Comply with all statutory, constitutional, and regulatory requirements applicable to Respect Victoria as a public entity, the Victorian Public Sector Commission's Directors' Code of Conduct, and internal policies.
- Assist with ensuring organisational compliance with the *Prevention of Family Violence Act 2018*, the *Financial Management Act 1994 (Vic)*, and other legal obligations, such as occupational health and safety, and equal opportunity.
- Provide strategic oversight to Respect Victoria to support the growth of primary prevention of family violence and violence against women in Victoria.
- Abide by their fiduciary obligations to act in the best interests of Respect Victoria as a whole.
- Develop a comprehensive understanding of Respect Victoria's finances, role and remit, and strategic context.
- Advocate for and promote the important work of Respect Victoria and ensure effective stakeholder relations.
- Contribute to the implementation and development of Respect Victoria's strategic plan, annual Business Plan, and budget, along with regular progress and performance reviews.
- Contribute to the development and review of governance policies, including to support effective risk and financial management.
- Contribute to board self-assessment and continuous improvement.
- Support the CEO's performance assessment and ensure effective working relations with the CEO.
- Commit the time required to fully exercise the duties required of the position, including:
 - Attend and actively participate in at least 75 per cent of Respect Victoria Board meetings.
 - Review agenda items and board papers as well as meeting minutes, and understand the financial, strategic, and other implications of all decisions of the Board.
 - Participate in committees of the Board.

Board member selection criteria

Expertise and experience mandated under the *Prevention of Family Violence Act 2018*

- Expertise or experience in one of the following areas:
 - governance, particularly as it relates to statutory authorities
 - management of community bodies or bodies corporate
 - communications
 - diversity and inclusion
 - law
 - primary health
 - financial management
 - risk management.¹
- Expertise or experience in the prevention of family violence and violence against women in a sector of the community that may include:
 - education
 - industry
 - employment
 - sport
 - the arts
 - the media.²

Other skills and expertise required for the position

In addition to requirements under Respect Victoria's legislation, candidates will also be assessed against the following selection criteria:

- Experience on a board or similar body, including corporate governance expertise and appreciation of the distinction between governance and management, and the roles, duties, and fiduciary obligations of directors.
- Understanding of Respect Victoria's role as an independent statutory body and its relationship to government.
- A strong understanding of financial accountability and risk management, including experience in the review and endorsement of annual budgets, oversight of financial reporting, sustainability and forecasting.
- Experience in strategic thinking, planning, leadership, and high-level decision-making, including the development of strategic and business plans, and reviewing and monitoring delivery of the goals and desired outcomes.
- A strong understanding of gender equality and primary prevention of family violence and violence against women, including in the context of Victoria's maturing reforms in response to the 2016 Royal Commission into Family Violence.
- Strong communication and stakeholder management skills, including the ability to provide insight into the views and expectations of key stakeholders within and outside the organisation.

¹ These are requirements stipulated under Section 18 (1) of the *Prevention of Family Violence Act 2018*.

² These are requirements stipulated under Section 18 (2) of the *Prevention of Family Violence Act 2018*.

- An understanding of the Victorian Government’s legislative, policy, and operating environment would be highly regarded.
- Experience or expertise in primary prevention, health promotion and/or public health would be desirable.
- Lived experience or expertise working in policy, program or stakeholder engagement roles with one or more of the following groups is desirable:
 - Aboriginal and Torres Strait Islander people
 - victim-survivors of family or sexual violence
 - gender equity and discrimination
 - multicultural communities
 - LGBTIQ+ communities
 - people with disability
 - people who live in rural or regional Victoria
 - young people and emerging leaders
 - older Australians.

Chair responsibilities

In addition to the duties of all Board members, the Chair is responsible for leadership of the Board. The Chair acts as an important link between the Board and Respect Victoria via the Chief Executive Officer (CEO).

Responsibilities of the chair include:

- Ensuring the Board meets its fiduciary duties and obligations under the Act.
- Developing effective relationships with the Minister, the Secretary, and with other stakeholders. This includes informing the Minister and the department of major issues of public concern or risks that affect or may affect the organisation.
- Communicating the views of the Board, in conjunction with the CEO, to Respect Victoria’s stakeholders and to the public, including through media and other public speaking engagements.
- Facilitating the effective functioning of the Board including managing the conduct, frequency, and length of Board meetings, and facilitating appropriate information flow to the Board.
- Establishing and maintaining an effective working relationship with the CEO and managing and evaluating CEO performance.
- Assisting individual directors, and the Board as a whole, to understand their role, responsibilities, and accountabilities.
- Ensuring that the performance of the Board, committees, and individual Board members is regularly assessed.
- Supporting the recruitment and selection of Board members.

Chair selection criteria

Suitable candidates for the Chair of the Board will be assessed against the criteria for members in addition to the following selection criteria:

- Experience as a chair of a board or board subcommittee, or similar body – preferably on a government board or similar body in the community, corporate or government sectors.
- Extensive corporate governance, finance, and risk management experience.

- Experience in leading the strategic direction of an organisation, including leading strategy development and guiding delivery.
- Proven leadership experience and the ability to maintain or build a positive culture, encourage and get the best from all board members and senior management.
- Proven influence and negotiation skills, and the ability to exercise diplomacy and sensitivity, and to manage a diversity of views and support board cohesion.
- Advanced public communication skills and experience engaging with the media.
- Expertise or experience in the prevention of family and sexual violence; specific expertise or experience in the field of primary prevention will be highly regarded.

Data collection and privacy

During the application process, you will be invited to disclose personal information about yourself. You are not obliged to disclose personal information if you do not want to, but it can help us understand how we can support you through the recruitment process and beyond.

We invite you to tell us if you identify as a victim-survivor of family violence or violence against women, Aboriginal or Torres Strait Islander, a person with disability, from a culturally or linguistically diverse background, LGBTIQ+ or a young person, aged 25 years old or less.

If you identify as any of the above, we would welcome the opportunity to discuss how we can support you through the recruitment process.

Sharing this information will help you access support should you need it and will also help us to better understand the impact of our work.

The process and how to express interest

To ensure a broad field of candidates, Department of Families Fairness and Housing has partnered with SHK Asia Pacific on this assignment.

You must express your interest online. For the **documents including the Application Form and steps to take**, see the advertisement and lodgement point at <https://www.shk.com.au/jobs> (scroll through to the advert, this remains live until the close date).

Candidates are asked to **submit a recent CV** (4-5 pages preferred) that broadly **addresses the headings noted in the Key Selection Criteria** in the Position Description, and your **completed Application Form**.

The Application Form is used in place of a cover letter, you are not asked for a separate cover letter. Please submit your Application Form in place of a Cover Letter (lodge the form where it says 'Cover Letter' through the SHK application point). We cannot accept handwritten applications.

Close date: please see advertisement at <https://www.shk.com.au/jobs> (subject to change).

From here, you may be contacted by SHK for further conversation or interview with the consultant **if required**. Then potentially, to Panel interviews or other informal meetings as part of the process. Contact may be **via email or phone, including voicemail**.

Selection processes will take some time and may include multiple selection stages. These may be conducted over the **next three or more months**. There may be delays in communications on this process, due to decision making at each step formal approvals. Candidates will be notified of their status at the appropriate stage, and you will be notified if you are not short listed, once this decision has been reached and it is permitted to advise you.

This is a confidential and formal appointment process conducted in line with the Appointment and Remuneration Guidelines and takes some time. A range of full probity checks will be required for the final candidates being recommended for consideration of appointment, to be eligible to be ratified.

If you don't complete all required details and probity checks, you will not be eligible for recommendation for appointment. Additional information will be requested from you only as required, later in the process, this will include specific details that allow **verification of your referees**.

For a further confidential discussion **after reviewing the information** and best after applying, please email Penny Wilson, Senior Partner penny.wilson@shk.com.au (preferred) or text/sms or call + 61 434 589 284. Please note, the information in this document, while accurate, is an indicative summation only. Formal requirements may vary and will be set at the time

If you need any assistance, please ask, we work with a range of organisations that provide specific help. We cannot advise on the material content of your CV or Application Form.

Please note

Applicants must be an Australian Citizen, with a **Victorian residential address** to be appointed to this Board

Public sector employees require special application steps, including a letter of permission signed by the chief executive of their organisation or equivalent, stating how and when the hours for the Board would be structured, and a copy of their Position Description, to be considered for this Board.

Public sector employees are not eligible for remuneration in circumstances where board membership is a requirement of their substantive position.

Public sector employees may be eligible for remuneration **only** in circumstances where the proposed appointment is undertaken on a personal basis and the work required for the board will be undertaken in their own time or during periods of approved leave. This must be substantiated in the employer letter.

Remuneration of executive level or equivalent public sector employees requires **written approval** from the Secretary of their home department (or equivalent) and the Secretary, Department of Premier and Cabinet.

For further information See sections 8.3 to 8.6 in the Appointment and Remuneration Guidelines at <https://www.vic.gov.au/guidelines-appointment-remuneration>.