# JOB DESCRIPTION FORM

| POSITION DETAILS | |
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| **POSITION TITLE** | Primary Prevention Manager |
| **LOCATION** | Carlisle, with travel across metropolitan, regional and remote Western Australia as required |
| **SERVICE/PROGRAM** | Primary Prevention |
| **EMPLOYMENT STATUS** | Part-time (0.8 FTE) 30 hours per week or Full Time considered |
| **AWARD/COLLECTIVE AGREEMENT** | Social Community, Home Care and Disability Services Industry Award |
| **CLASSIFICATION** | SCHADS Award Level 7 |

## REPORTING RELATIONSHIPS

**Position reports to:** Head of Services

**Positions reporting to this Position:** Team Leader Respectful Relationships, Respectful Relationships Project Officers

## PURPOSE

The Primary Prevention Manager provides strategic and operational leadership for Starick's primary prevention programs, including the WA Respectful Relationships Teaching Support Program and the WA Respectful Relationships Sport and Recreation Program.

The role is responsible for the effective delivery, development and continuous improvement of Starick's primary prevention work, including program quality, contractual and funding outcomes, stakeholder relationships, team leadership, risk management, evaluation and reporting.

The position provides specialist leadership in translating primary prevention evidence, government policy and funding requirements into practical approaches that build the capacity of schools, sporting and recreation organisations and other community settings to promote gender equality and respectful relationships and contribute to the prevention of gender-based and family and domestic violence.

## ABOUT THE SERVICE

Starick is an innovative, client focused organisation working across the continuum of prevention, early intervention, crisis response and recovery to address the impacts of Family and Domestic Violence (FDV) and to create safer communities. Our services are based in the eastern metropolitan corridor of Perth and include:

- Crisis accommodation and support at Mary Smith and Starick House refuges.
- Lead agency for the eastern metropolitan corridor Refuge Service System Model (RSSM), providing a 24-hour emergency response for women and children escaping FDV and ensuring a coordinated response to women and children, particularly those at very high risk.

- Outreach Services including:
  - Domestic Violence Advocates based in police stations
  - Safe at Home
  - Counselling
  - Supported transitional housing
  - Mobile Outreach
  - Staff in GP clinics
- Specialist children's programs
- Prevention and community education through delivery of Respectful Relationships programs in schools and sport and recreation associations, and presentations to community and business groups about FDV and appropriate community responses.

Starick's operating frameworks are:

- Family and domestic violence informed
- Safe and Together
- Child-centred
- Trauma informed
- Response based
- Strengths based
- Culturally sensitive
- Client-focused

Starick is committed to ensuring a child-safe environment and work practices.

**OUR VALUES**

**Passion**
We are driven by a deep commitment to ending family and domestic violence and supporting those impacted by it. Our passion fuels advocacy, inspires resilience, and motivates us to go above and beyond to create safer futures for individuals and families.

**Commitment**
We are unwavering in our dedication to supporting victim-survivors and strengthening communities. We stand alongside those we serve, providing consistent, reliable and trauma-informed support through every stage of their journey.

**Respect**
We treat every person with dignity, compassion and empathy. We listen without judgement, honour individual experiences, and uphold the rights, choices and voices of those we support.

**Professionalism**
We deliver services with expertise, care and accountability. We uphold high standards of practice, maintain confidentiality, and continuously build our capability to ensure safe, effective and evidence-informed support.

**Diversity**
We embrace and celebrate diversity in all its forms, including culture, identity, ability and lived experience. We are committed to inclusive, culturally safe and equitable services that recognise and respond to the

**Integrity**
We act with honesty, transparency and ethical responsibility in all that we do. We build trust through consistent actions, take accountability for our decisions, and always act in the best

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| unique needs of every individual and community. | interests of those we support. |

**POSITION RESPONSIBILITIES**

### Strategic Leadership and Program Direction

- Provide strategic and operational leadership for Starick's primary prevention portfolio, including the Respectful Relationships Teaching Support Program and Respectful Relationships Sport and Recreation Program.
- Lead program planning and establish priorities, delivery approaches and work plans aligned with Starick's strategic direction, funding agreements and contemporary primary prevention evidence.
- Translate primary prevention research, policy and emerging practice into practical program approaches, resources and implementation strategies.
- Provide specialist advice to the Executive and organisational leaders on primary prevention, respectful relationships, gender equality and the prevention of gender-based and family and domestic violence.
- Identify opportunities to strengthen, expand or adapt Starick's primary prevention work, considering evidence, funding opportunities, community need, organisational capacity and risk.
- Maintain a clear primary prevention focus while supporting appropriate collaboration between prevention, early intervention, crisis response and recovery functions.

### Program Management and Contractual Performance

- Provide overall management and oversight of Starick's funded primary prevention programs, ensuring contractual deliverables, milestones and outcomes are achieved.
- Translate funding and contractual requirements into effective program plans, responsibilities, performance measures and monitoring arrangements.
- Monitor program activity, expenditure, risks, deliverables and outcomes and take corrective action where required.
- Oversee the planning and delivery of professional learning, workshops, coaching, organisational capacity-building activities, resources, campaigns and other program initiatives.
- Prepare and quality assure reports, briefings, acquittal information, submissions and other documentation required by funding bodies and Starick.
- Work collaboratively with Finance to monitor program budgets, expenditure, forecasts, procurement and resource allocation within approved budgets and delegations.
- Maintain effective program governance, records, processes and controls that support accountability, consistency and continuity.

### People Leadership and Team Development

- Provide leadership, supervision and direction to the Respectful Relationships Team Leader and Project Officers, establishing clear priorities, responsibilities and performance expectations.
- Build a collaborative and accountable team culture focused on quality, learning, shared purpose and effective delivery.

- Ensure responsibilities are appropriately allocated across the team, with clear distinction between strategic and management accountabilities, day-to-day coordination and program delivery.
- Conduct regular supervision, performance development, workload review and team planning.
- Monitor workforce capacity, workload, travel requirements and psychosocial risks and respond proactively to support safe and sustainable work practices.
- Identify capability and development needs and support team members to strengthen their knowledge and skills in primary prevention, facilitation, stakeholder engagement, project management and culturally responsive practice.
- Address performance and conduct matters appropriately and in partnership with People and Culture.

**Practice Quality, Evidence and Continuous Improvement**

- Ensure Starick's primary prevention programs are evidence-informed, inclusive, culturally responsive and consistent with contemporary primary prevention practice.
- Maintain the integrity of Starick's primary prevention approach, including a clear understanding of the distinction between primary prevention, awareness raising, early intervention and specialist FDV response.
- Oversee the development, review and quality assurance of program resources, professional learning content, workshops, implementation tools and other materials.
- Lead program monitoring, evaluation and learning activities and use quantitative and qualitative information to assess reach, implementation quality and progress toward program outcomes.
- Use program data, evaluation findings, stakeholder feedback and emerging evidence to identify and implement opportunities for continuous improvement.
- Maintain contemporary knowledge of developments in primary prevention, respectful relationships, gender equality and prevention of violence against women and family and domestic violence.
- Support safe and appropriate responses where program participants disclose family and domestic violence, including ensuring staff understand professional boundaries and relevant referral pathways.

**Stakeholder Engagement and Partnerships**

- Lead key relationships with relevant funding bodies, government agencies, education stakeholders, sporting and recreation bodies, participating organisations and sector partners.
- Develop and maintain productive relationships that support effective program delivery, sector collaboration and Starick's broader primary prevention objectives.
- Act as the senior escalation point for complex, sensitive or higher-risk stakeholder matters relating to primary prevention programs.
- Communicate program objectives, evidence, outcomes and expectations effectively to diverse audiences including government, school leaders and educators, sporting and recreation organisations and community stakeholders.
- Manage competing stakeholder expectations while maintaining program integrity, contractual requirements and Starick's organisational values.

- Represent Starick at relevant networks, working groups, consultations, forums and events as required.
- Identify partnership and collaboration opportunities that strengthen Starick's primary prevention reach, influence and outcomes.

**Risk, Safety and Compliance**

- Identify, assess and manage operational, contractual, financial, reputational, safeguarding and stakeholder risks associated with primary prevention programs.
- Ensure primary prevention activities are delivered in accordance with Starick policies, funding requirements, child safety obligations, privacy requirements and work health and safety responsibilities.
- Ensure appropriate practices are in place for responding to disclosures of family and domestic violence that may arise through program delivery.
- Ensure staff understand the boundaries of the primary prevention role and do not provide crisis response, counselling or case management services outside their role or professional competence.
- Escalate significant incidents, complaints, safeguarding concerns, contractual issues and emerging organisational risks as appropriate.
- Contribute to organisational risk management, quality improvement, audit and compliance activities relevant to the primary prevention portfolio.

**Organisational Contribution**

- Contribute to organisational planning, leadership activities and the implementation of Starick's strategic priorities.
- Promote collaboration between Primary Prevention, service delivery and business support teams.
- Contribute specialist primary prevention knowledge to relevant organisational initiatives, policies, communications and community engagement activities.
- Model Starick's values and expected leadership behaviours and contribute to a respectful, inclusive and accountable workplace culture.
- Undertake other duties reasonably within the scope and classification of the position.

## SELECTION CRITERIA

### ESSENTIAL

- Tertiary qualification in public health, social sciences, education, community development, gender studies, social work or a related discipline, or substantial relevant experience.
- Demonstrated knowledge and experience in primary prevention, respectful relationships, gender equality, prevention of violence against women, family and domestic violence prevention or a closely related area.
- Demonstrated experience leading and developing a team, including supervision, performance management, workload management and staff capability development.
- Demonstrated experience managing complex funded programs or projects, including program planning, budgets, contractual deliverables, risk, reporting and continuous improvement.

- Demonstrated ability to interpret evidence, policy and funding requirements and translate these into practical program approaches and delivery strategies.
- Highly developed stakeholder engagement and relationship management skills, including the ability to build effective relationships with government, education, community, sporting or other organisational stakeholders.
- Strong analytical and problem-solving skills, with demonstrated ability to exercise sound judgement and operate with a high degree of autonomy.
- Highly developed written and verbal communication, facilitation and presentation skills.
- Demonstrated ability to use program data, evaluation and stakeholder feedback to monitor performance and support continuous improvement.
- Demonstrated commitment to inclusive, culturally responsive, child-safe and trauma-informed practice.

**DESIRABLE**

- Postgraduate qualification relevant to primary prevention, public health, education, gender studies, leadership, evaluation or program management.
- Experience managing respectful relationships education or whole-of-setting primary prevention initiatives.
- Experience working within education, sport and recreation, community development or other settings-based primary prevention programs.
- Experience working across metropolitan, regional and remote Western Australia.
- Experience developing monitoring and evaluation approaches for prevention or community-based programs.

**DOCUMENTS REQUIRED**

- Current Class C driver's licence.
- National Police Certificate.
- Current Working with Children Check.
- Evidence of Right to Work in Australia.

**CERTIFICATION**

The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the position.