

# General Manager – Primary Prevention Position Description



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<b>Position title:</b>	<b>General Manager – Primary Prevention</b>
<b>Position reports to:</b>	CEO
<b>Hours per fortnight:</b>	0.8 FTE (or full time)
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Salary:</b>	Level 7.1
<b>Location:</b>	31-33 Tower Road, New Town, Tasmania

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## About the role

The General Manager – Primary Prevention is part of the leadership team within SASS, working in collaboration with, and in support of, the other members of the leadership team in the management of SASS business.

The position oversees and is responsible for primary prevention and health promotion activities for the organisation. This includes, but is not limited to:

- SASS primary prevention programs, including school program, ticketed training, fee for services workshops, workplace programs and health promotion events
- evaluation and reporting on all programs, including internal documents for CEO and Board as well as external funding reports and acquittals
- planning and budgeting for primary prevention activities
- managing Primary Prevention team
- working closely with the Manager – Marketing & Communications to ensure SASS brand remains at the fore in above activities and material.

The General Manager – Primary Prevention provides leadership, mentoring and support for staff, and contributes to building a team culture of collaboration, inclusion and high performance.

They will inspire confidence and respect, exemplify sound ethical and professional standards and ensure best practice in support of fairness, accountability and compliance.

## About SASS

The Sexual Assault Support Service (SASS) is a community-based support and counselling service for those who have been affected by sexual abuse. SASS also offers primary prevention education for schools, organisations, community groups and individuals.

SASS is funded by the Tasmanian Department of Communities (DoC), the Australian Department of Social Services (DSS) and the Department of Education (DoE).

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There are four main operational areas within the organisation: counselling services (counselling and crisis response), primary prevention, administration and finance.

SASS is a values-based organisation, and these values listed below underpin the way we work:

- client-focus
- sincerity
- collaboration
- professionalism

As an employee of SASS, we will expect you and all staff to be committed to:

- Safeguarding children and young people. You will be required to adhere to the standards set out in our Safeguarding Children and Young People Policy with respect to keeping children and young people safe from any form of abuse. This includes mandatory reporting where required.
- Maintaining a safe and healthy work environment by working safely and adhering to all relevant policies and procedures.
- Actively engaging with regular internal and/or external supervision and professional development.
- Demonstrating professional workplace behaviours at all times in accordance with SASS's Code of Conduct and consistently adhering to organisational policies, procedures, standards and practices.

## Level of responsibility

The General Manager – Primary Prevention will:

- In collaboration with the CEO and other members of Leadership Group, provide leadership and management for staff
- Develop, implement and maintain the operational plan for all primary prevention training and activities, including training programs and expos
- Provide high level management to ensure achievement of the SASS Strategic Plan and operational objectives within the Primary Prevention team
- Manage all areas of primary prevention to ensure the objectives, outcomes and budgets of programs are achieved
- Develop, manage and review policies, procedures, services and systems relating to primary prevention activities and services
- Develop, evaluate and review programs for primary prevention, including new and pilot initiatives
- Business development, including relationship management with current and potential clients, for training, workshops and any other primary prevention activities
- Prepare reports, write grant submissions and other documents
- Work as a collaborative member of the SASS team
- Exercise initiative and sound judgement in setting priorities, planning and managing workload
- Adhere to all SASS policies and procedures, including the Code of Conduct.
- Exercise initiative and sound judgement where procedures are not clearly defined

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- Raise issues or concerns as soon as practicable
- Provide high level advice to the CEO on all matters relating to primary prevention
- Perform any other tasks assigned by the CEO from time to time

## Qualifications, training and experience

### Essential

- Demonstrated high level management skills, with proven ability to plan and prioritise complex and diverse activities and identify relevant issues
- Demonstrated ability to develop program designs, business cases and other submissions, and to undertake program evaluation
- Experience in planning and budgeting
- Demonstrated experience in business development, and establishing client and stakeholder relationships
- Highly developed communication skills, including negotiation, public speaking, motivation and influencing
- Demonstrated ability to provide supportive leadership and direction in a multidisciplinary team environment, including promoting an inclusive, positive and high performing team culture and developing staff to their full potential
- Understanding of issues associated with sexual assault, or the ability to acquire an understanding
- A commitment to social justice
- A National Police Check
- Working With Children Registration
- COVID vaccinations
- Current drivers' licence

### Desirable

- Relevant tertiary qualification
- Experience in a training or community engagement environment would be an advantage

## Selection criteria

The following knowledge, skills, and experience are required for the position of General Manager – Primary Prevention:

1. Extensive senior management experience within a team environment
2. Excellent leadership skills and demonstrated experience in program management including planning, implementation, quality improvement and evaluation

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3. Budget preparation, review and monitoring skills
4. Demonstrated ability to build a positive, respectful, people-centred culture and provide support for staff in an individual, team and organisational context, particularly in periods of change
5. Highly developed oral, written and interpersonal communication skills, including experience in developing stakeholder relationships and collaborations
6. Demonstrated experience in business development, with a focus on training programs in the government, organisation and business sectors
7. Knowledge and understanding of issues relating to sexual assault and how they may impact on victim/survivors' lives, as well as community attitudes about sexual assault
8. Knowledge and understanding (or the ability to quickly acquire) of frameworks of ethical practice; confidentiality; the requirements of mandatory reporting; and relevant state and national laws.