

EMPLOYMENT OPPORTUNITY: RESPECT AND SAFETY PROJECT MANAGER

The University of Divinity seeks to recruit a Respect and Safety Project Manager for immediate commencement. This is a part-time, fixed-term position within the Office of the Vice-Chancellor, located at the University's main campus in Box Hill, Victoria.

This role may be suitable for remote/hybrid working arrangements by negotiation. Candidates based outside of Melbourne are encouraged to apply.

APPLICATIONS

Closing date for applications:	Friday 9 th January 2026
Applications must include:	A cover letter addressing the selection criteria A curriculum vitae Contact details for three referees
Send applications electronically to:	Meg Nelson, Operations Manager mnelson@divinity.edu.au

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About the University

The University of Divinity delivers education and research in theology, philosophy, spirituality, counselling, and a range of related areas, and for over one hundred years has prepared its graduates for ministry, leadership and community service.

The University is regularly ranked by students as the top University in Australia for student satisfaction and learner engagement, reflecting the high quality of its curriculum and the dedication of staff to working with small classes.

The University operates across Australia and works in partnership with its Colleges and School of Graduate Research, over thirty churches, religious orders and associated organisations in a unique ecumenical enterprise.

The University's purpose is to excel in education, engagement, and research in religious beliefs and spiritual practices and their contemporary application. The University's aim is to enable our graduates and partners to serve the common good and to be agents of transformation in the world.

For more information, please see www.divinity.edu.au.

About the Office of the Vice-Chancellor

The Office of the Vice-Chancellor (OVC) provides shared services to the University's staff and students and to the University's Council, Academic Board, Colleges and School of Graduate Research in the areas of finance, governance, information technology, operations, and student services. The OVC is located at St Paschal's Estate, 90 Albion Road, Box Hill, Victoria.

RESPECT AND SAFETY PROJECT MANAGER



POSITION DESCRIPTION

The Respect and Safety Project Manager is responsible for development and implementation of policies and initiatives that ensure and improve student and staff safety and well-being, with a particular focus on ensuring the University's compliance with the requirements of the *National Higher Education Code to Prevent and Respond to Gender-based Violence 2025*.

1. Responsibilities

1.1 Governance, Compliance and Assurance

- 1.1.1 Oversee and coordinate all aspects of the University's implementation of the *National Higher Education Code to Prevent and Respond to Gender-based Violence 2025* (the National Code).
- 1.1.2 Audit and review the institutional implementation of the University's Code of Conduct Framework policies (Appeals, Complaints, Conduct and Misconduct, Safeguarding, Sexual Assault and Sexual Harassment).
- 1.1.3 Monitor compliance to ensure consistent and high-quality practice across all College and campus locations and partner organisations.
- 1.1.4 Act as the University's Safeguarding Coordinator and Fair Treatment Coordinator as set out in the Code of Conduct Framework policies.
- 1.1.5 Membership of the People and Culture Committee.

1.2 Prevention and Education

- 1.2.1 Develop, deliver and embed education and training materials across the University to support the communication of prevention and awareness strategies in response to the National Code and associated policies.
- 1.2.2 Ensure programs and training meet the needs of diverse cohorts including international students, First Nations students, LGBTQIA+ communities, and students with disability.
- 1.2.3 Provide support to the network of College Safeguarding Contact Officers, including delivery of First Responder training.

1.3 Stakeholder Engagement and Communication

- 1.3.1 Engage with People and Culture / Safeguarding staff at stakeholder Colleges and Churches, to share resources and streamline compliance requirements where possible.

1.4 Consultation and Administration

- 1.4.1 Scope and prepare a proposal for an ongoing role to continue to support this work after the period of initial development and implementation is completed and this fixed-term project concludes.
- 1.4.2 Advise the Vice-Chancellor and People and Culture Committee on people and culture matters as needed.
- 1.4.3 Undertake other tasks as reasonably directed by the Vice-Chancellor.

2. Working relationships

The Respect and Safety Project Manager:

- a) Reports to the Vice-Chancellor.
- b) Works with staff in the Office of the Vice-Chancellor and the University Executive.

- c) Liaises with College Safeguarding Contact Officers.
- d) Provides regular reports to the People and Culture Committee and the University Council.

3. Selection criteria:

Essential

- 3.1 Senior leadership experience in Gender-based violence prevention/response, safeguarding, student safety, or similar regulatory contexts.
- 3.2 Demonstrated capability in compliance management, risk oversight and policy implementation.
- 3.3 Experience in the higher education sector.
- 3.4 Experience developing and delivering training or education programs.
- 3.5 Experience in organisational cultural change initiatives.
- 3.6 Strong analytical, reporting and governance capabilities.

Desirable

- 3.7 Understanding of trauma-informed and intersectional practice.
- 3.8 Experience in stakeholder engagement across diverse communities.
- 3.9 Relevant postgraduate qualifications (e.g., gender studies, law, social work, public health, safeguarding, criminology).

4. Key performance indicators

KPIs will be negotiated with the successful candidate.

5. Terms and conditions

The Respect and Safety Project Manager is a part-time 0.4FTE fixed-term appointment for a period of 12 months, subject to completion of a three-month probationary period and satisfactory performance.

The position will be remunerated under the *Higher Education Industry - General Staff* award on the University's salary scale at HEW 8.1 (pro rata of \$125,601.32 full-time equivalent), plus 12% superannuation and 17.5% annual leave loading.