

# Primary Prevention Manager Position Description



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<b>Job Description:</b>	Primary Prevention Manager
<b>Position reports to:</b>	Chief Executive Officer (CEO)
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010
<b>Salary:</b>	SCHADS level 7
<b>Status:</b>	0.8 FTE to full-time permanent (subject to funding)
<b>Location:</b>	Hobart (Coverage: statewide, with some interstate travel required)
<b>Direct Reports:</b>	Primary Prevention Team Educators and Coordinator

## About SASS

The Sexual Assault Support Service (SASS) is a community-based support and counselling service for those who have been affected by sexual violence. SASS offers trauma-informed and evidence-based support, counselling and advocacy for adults, children, young people and families, including both victim-survivors and the people who support them. SASS also offers primary prevention education for schools, organisations, community groups and individuals.

SASS is committed to excellence and creating a psychologically safe space for staff and clients. We respect the different perspectives, approaches and lived experiences of our people and value diversity within our service. We recognise that each of us have a responsibility in creating a positive team environment and actively seek to support each other to provide the best possible service for all members of the SASS community.

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, young and other vulnerable 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.
  - 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.
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## About the Role

The Primary Prevention Manager role will focus on addressing the drivers of harm before it occurs - strengthening programs across schools, universities, workplaces and communities, and building partnerships that create cultures of consent, safety and equity.

You'll lead a talented team, work alongside government and sector partners, and translate research into practice so that our prevention work remains ethical, effective and evidence-based.

This role strengthens SASS's leadership in prevention by:

- developing evidence-informed programs across schools, universities, industry groups, workplaces and communities
- ensuring quality, consistency and ethical practice across prevention initiatives
- embedding evaluation, learning and continuous improvement across a diverse range of learners
- cultivating partnerships across government, education, industry, community and research sectors
- positioning SASS as a trusted, solutions-focused leader in primary prevention

The role sits within the broader reform landscape shaped by the Commission of Inquiry, national prevention frameworks, child-safeguarding reforms and sector transformation - helping ensure SASS contributes constructively to statewide prevention outcomes.

Internally the role works alongside our clinical teams, contributing to holistic services and ensuring clinical and safeguarding alignment across SASS primary prevention activities.

## Level of Responsibility

The **Primary Prevention Manager** will:

- Work with significant autonomy, under the broad direction of the CEO
- Deliver agreed priorities within realistic timeframes, with regular review and re-prioritisation as needed
- Lead a defined service area with accountability for team outcomes, quality and practice consistency, exercise initiative in planning, setting priorities, and managing workload
- Be accountable for portfolio oversight, including compliance with funding contracts, evidenced based program design and delivery, quality control, stakeholder relations, budget, funding, and resource management
- Leading, supervising and supporting capability building within the primary prevention team
- Operate with a high level of professional independence, exercising judgement in complex and sensitive contexts, escalating where risks exceed delegated authority
- Work as a collaborative member of the SASS Team, working collegially with staff to support and encourage high levels of professionalism in the performance of their roles
- Adhere to all SASS policies and procedures, including the code of conduct

## Duties and Responsibilities

### Strategy, design and delivery

- Lead prevention strategy aligned to organisational plan and statewide reform
- Design, adapt and document programs grounded in evidence and ethical practice
- Lead development and refinement of programs including:
  - CaRE @ University / High School / Primary School
  - ELEVATE and related initiatives
  - Alignment with PAST program primary prevention programs
  - Place-based and sector specific industry programs
- Ensure consistent program documentation, safety planning and ethical processes

### Team Leadership

- Lead and develop the Primary Prevention team, fostering a collaborative and high-performing culture while ensuring skill development and alignment with organisational goals
- Provide line supervision, workload oversight and performance development for prevention team members
- Support team wellbeing through effective leadership and identification and contribution to wellbeing initiatives

### Partnerships and sector leadership

- Develop and implement sector engagement strategies (education, industry and individual workplace)
- Build relationships with national and state prevention partners
- Lead intentional engagement with priority population groups
- Represent SASS in roundtables, networks and conferences
- Contribute to the development of campaigns and public engagement

### Research, evaluation and learning

- Coordinate evaluation partnerships (e.g., universities and research institutes)
- Translate research, inquiry recommendations and evaluation findings into practice
- Track outcomes, indicators and learning across prevention programs
- Contribute evidence to proposals, reporting and advocacy

### System Oversight

- Oversee and enhance scheduling, planning and project-tracking systems
- Ensure consent, privacy and safeguarding requirements are consistently applied
- Develop, implement, and maintain relevant policies, processes, and procedures to ensure compliance with all legislative and organisational requirements
- Utilise existing and developing technologies to support delivery of programs

### Budget and risk management

- Develop and manage service-area budget, including alignment of staff contracts with funding timelines

- Contribute to internal and external budget and funding submissions, including sourcing aligned and ethical funding opportunities
- Undertake annual and funder reporting and internal reporting for Board
- Maintain zero tolerance for WHS, IR/ER and safeguarding breaches

### **Stakeholder and organisational leadership**

- Support SASS's reputation as a prevention leader
- Provide timely advice, risk escalation and strategic insights to the CEO
- Participate actively in organisational planning and governance conversations
- Ensure effective communication and collaboration with internal and external parties related to Primary Prevention matters
- Contribute to peer mentoring, and experience and skill building to build capability within SASS

### **Additional Duties**

Perform other duties consistent with the role and classification as directed by the CEO.

## **Qualifications, Training and Experience**

### **Essential**

- Tertiary qualification in public health, social sciences, education, psychology, counselling or social work, health promotion or related field
- Significant experience (generally 5+ years) across prevention, health promotion or related fields, including leadership of programs and teams.
- Experience in sexual violence, gender-based violence or trauma-informed practice
- Demonstrated experience in project management and partnership coordination
- Experience working within complex systems or reform environments
- Current Drivers' license
- Current Working with Vulnerable People check and National Police Check (within last 3 months pre condition of employment)

### **Desirable**

- Postgraduate study in prevention, health promotion, public policy or related discipline
- Experience with the Tasmanian education curriculum, instructional design, and evidence-based practice
- Demonstrated understanding of child safeguarding frameworks

### **Attributes and behaviours**

- Compassionate, ethical leadership
- Collegial, respectful communication
- Reflective practice and openness to feedback
- Commitment to inclusion, equity and safety
- Ability to navigate complexity and ambiguity
- Sound judgement and professional boundaries

## Selection Criteria

1. **Relevant qualifications and professional expertise** - A tertiary qualification in public health, social sciences, education, psychology, counselling, social work, health or a related discipline, with strong grounding in evidence-informed and ethical practice.
2. **Experience in primary prevention and program leadership** - Significant experience (generally 5+ years) leading primary prevention, health promotion or related initiatives, including responsibility for strategy, program design, delivery and outcomes within complex or reform-driven environments.
3. **Knowledge of sexual violence and trauma-informed practice** - Demonstrated experience in sexual violence prevention, gender-based violence and trauma-informed approaches, including safeguarding, consent, ethical boundaries and culturally responsive practice.
4. **Strategic program design, quality and evaluation capability** - Proven ability to design, adapt and oversee high-quality, evidence-based prevention programs across diverse settings, embedding evaluation, learning and continuous improvement.
5. **Leadership and people management capability** - Demonstrated experience leading and developing teams, including supervision, performance development, workload management and fostering a collaborative, high-performing and wellbeing-focused culture.
6. **Partnership development and sector leadership** - Strong capability to build and maintain effective partnerships across government, education, industry, community and research sectors, and to represent the organisation as a credible prevention leader.
7. **Budget, funding and risk management experience**  
Demonstrated experience managing service-area budgets, aligning staffing to funding arrangements, contributing to funding submissions and reporting.
8. **Governance, systems and risk management** - Proven experience overseeing systems, policies and processes that ensure compliance with child safeguarding, privacy, WHS and legislative requirements, with sound judgement in managing risk and complexity.
9. **Strategic communication and organisational leadership** - High-level written and verbal communication skills, with the ability to provide clear advice to senior leadership, contribute to organisational strategy, and support the organisation's reputation and influence.

## Mandatory requirements

- Current Driver's Licence
- Current Working with Vulnerable People Check
- Current National Police Check (within three months, pre-employment)