



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Position Description

PROFESSIONAL SERVICES

Position Title	Prevention Education Specialist
Classification/Level under the Enterprise Agreement (if applicable)	6/7
Management Level	Team Leader / Specialist
Faculty / Portfolio	Vice President Operations
School / Division	Vice President Operations Office
Main Location(s)	Wollongong Campus
Delegations (if applicable)	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

The Prevention education specialist plays a pivotal role in supporting the implementation of the University's Gender-based Violence Prevention and Response Plan by designing and delivering GBV prevention education for the UOW community.

Position Environment

The Operations Office at the University of Wollongong (UOW) plays a critical role in enabling the university's strategic and operational success. Led by the Vice President Operations, the office oversees a broad portfolio of essential services and infrastructure that support the university's academic, research, and community missions. The Vice President, Operations Office works collaboratively across all UOW campuses—regional, metropolitan, and international—to ensure consistent service delivery and operational excellence. It partners closely with academic faculties, research centres, and professional service units to align operations with the university's strategic priorities, including sustainability, digital transformation, and community engagement. Operating in a complex and evolving higher education landscape, the Vice President Operations, Office is committed to innovation, resilience, and continuous improvement. It plays a foundational role in ensuring that UOW remains a globally connected, locally engaged institution with world-class facilities and services.

The Gender-based violence prevention and response initiatives at UOW will be driven by the Gender-based Violence Prevention and Response Plan. The GBV Project Office plays a pivotal role in coordinating and monitoring the implementation of the Prevention and Response Plan and Outcomes Framework. This GBV Project Office coordinates work across a number of business units at UOW including with SARC, People and Culture, Governance and Policy, WHS, Student Wellbeing, Student Advocacy, Student Residences, Facilities and Data and Analytics.

Major Responsibilities

RESPONSIBILITIES

1. Coordination of allocated initiatives under the Prevention and Response Plan under the broad direction of the GBV Project Manager, including the design and deliver a Gender-based Violence prevention education and awareness program. This program should:
 - be tailored and targeted to key subgroups and context
 - include Gender-based Violence awareness campaigns and events
 - reinforce key messages related to Gender-based Violence prevention
 - be responsive to the education and training needs of the UOW community as well as to community feedback
 - be evidence-based on analysis of UOW Gender-based Violence incidents data
 - build awareness of Gender-based Violence related supports and response frameworks at the University

2. Drive the design and development of a comprehensive prevention education and training package that builds on existing training and is informed by a detailed training needs analysis, reflects the requirements of the National Code and is tiered to the context of different audiences.
3. Identify and support integrated learning opportunities for Gender-based Violence prevention and response education with existing programs, faculties and settings at UOW
4. Deliver and design face-to-face and online gender-based violence prevention education and training to members of the UOW community.
5. Record keeping and document and data collation to support monitoring and reporting Prevention and Response Plan and Outcomes Framework as they pertain to prevention education.
6. Support in the preparation of key documents in meeting the reporting requirements related to prevention education as specified under the National Code.
7. Act in accordance with university policies as amended from time to time, the *Values in Action Framework of Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity*, and our commitment to *Equity, Diversity and Inclusion*.
8. WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - <https://www.uow.edu.au/about/services/safe-at-work/whs-framework/>

Reporting Relationships and Other Key Contacts

Position reports to	Project Manager – Gender Based Violence
Positions supervised by this position	Nil
Other key contacts and stakeholders	Safe and Respectful Communities, Project Coordinator

Selection Criteria

- Relevant experience in gender-based violence prevention and response, other social sector experience, (such as student and staff wellbeing, engagement or support initiatives)
- Demonstrated experience as a learning design specialist particularly in designing and facilitating curriculum and developing supplementary learning material.
- Demonstrated experience in facilitating education and training sessions, including for young people
- Strong organisational skills, with the ability to manage competing priorities and maintain accurate records, and work independently under broad direction.
- Experience in the application of trauma-informed and person-centered design principles (this includes considerations of intersectionality in support and wellbeing) within the teaching and learning environment.
- Excellent written and verbal communication skills, including report preparation and facilitation of training sessions and workshops.
- High level of interpersonal skills with the ability to work collaboratively across diverse stakeholder groups.
- Experience in creating training for online learning platforms (i.e. Moodle)

Special Job Requirements

- This position is not suitable for remote working arrangements.
- May be required to work outside of standard business hours or across campuses and research partner facilities.
- Restriction on leave during peak periods may apply.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.



In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the [WHS Framework](#).
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

ADDITIONAL RESPONSIBILITIES FOR STAFF WITH SUPERVISORY RESPONSIBILITIES

- Uphold principles of equity, diversity and inclusion and foster a respectful workplace culture within your team.
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [WHS Framework](#).

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	26 May 2026
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	

