

SIMON FRASER UNIVERSITY
JOB DESCRIPTION

Position Title: Director, Sexual Violence Support & Prevention Office
Employee Group: APSA
Position #: 00121911

ABOUT SIMON FRASER UNIVERSITY:

- We are a leading research university, advancing an inclusive and sustainable future. Our purpose – the essence of SFU – is to create and connect knowledge, learning and community for deeper understanding and meaningful impact.
- We are committed to fostering excellence, innovation, belonging and community in all that we do.

POSITION SUMMARY

The Director, Sexual Violence Support & Prevention Office (SVSPO) provides senior strategic leadership on issues related to sexualized violence prevention, education and response to incidents of sexual assault, and sexualized violence. The role is responsible for ensuring comprehensive support for faculty, staff, and students who have experienced sexualized violence and for ensuring that those impacted can receive care and support for accessing the services and resources of their choice, such as legal information, academic concessions or accommodations, workplace accommodations, health services and/or reporting processes they may choose. The role is responsible for ensuring reporting and assessment measures are developed and implemented in alignment with the provincial Sexual Violence and Misconduct Policy Act; identifying opportunities for strengthening services, prevention and education for the university community in alignment with legislative requirements, emerging issues and evolving best practices. The Director provides university leadership for the ongoing review, development and oversight of the Sexualized Violence policy (GP44) in collaboration with key institutional partners such as: Faculty Relations, People, Equity and Inclusion, Office of the General Counsel, and Student Services. Leading a multidisciplinary team, the role fosters an inclusive, trauma-informed culture grounded in psychological safety and well-being.

DUTIES AND RESPONSIBILITIES

- 1. Ensures comprehensive, trauma-informed support for faculty, staff, and students affected by sexualized violence, including safety planning, disclosure and reporting pathways, and access to legal, academic, health, and workplace resources, by:**
 - Overseeing the comprehensive, trauma-informed, and survivor-centred support services for the university community.
 - Establishing safety planning resources, guidelines and identifying critical threats to individuals or the greater community
 - Providing a trauma-informed, survivor-centred, inclusive environment for both disclosure and reporting of sexual violence.
 - Providing resources to allow survivors, those impacted by sexualized violence and complainants to make informed decisions regarding reporting and access to support and further resources.
 - Stewarding sexualized violence disclosures and reports appropriately and in accordance with SFU policy and legislation.
 - Leading the SVSPO team to provide survivor-centred support for accessing legal, academic concession or accommodations, health and reporting processing to all those impacted by sexual violence.
 - Developing and implementing processes, practices and procedures to fulfill the Sexualized Violence Policy (i.e., case management) and supporting systemic change to create a culture that prevents sexualized violence and supports those impacted.
- 2. Provides operational oversight and leadership of the SVSPO, ensuring disclosures and reports are managed consistently and in accordance with policy, while supervising staff and budget and fostering a trauma-informed workplace culture, by:**
 - Developing, implementing, and maintaining processes for the receipt and management of disclosure and reporting of sexual violence.
 - Establishing and maintaining a method for tracking activities for the purpose of reporting to the community and assessing effectiveness with respect to prevention, education, and response.
 - Establishing and maintaining intake processes for ensuring assessment of disclosures and reports to identify critical threats to individuals or the greater community.
 - Maintaining an advisory panel composed of experts who have knowledge and experience in reducing, preventing, and responding to sexual violence.
 - Ensuring that disclosures and reports are being addressed appropriately and in accordance with policy.
 - Maintaining the privacy of all information in compliance with the Freedom of Information and Protection of Privacy Act.
 - Providing supervision, advice, and counsel to staff and ensuring awareness and accessibility to appropriate supports for their well-being.

- Providing intake and front-line services when necessary.
- Managing the SVSPO's operational budget, ensuring resources are strategically and efficiently allocated to support prevention initiatives, survivor services, and organizational goals in alignment with the allocated budget.
- Providing comprehensive supervision, mentorship, and performance management for SVSPO staff, including recruitment, hiring, training, and professional development.
- Cultivating an inclusive, trauma-informed workplace culture centred on psychological safety and well-being, while aligning office operations with key institutional priorities (e.g., Equity Compass, Academic Plan).

3. Ensures a progressive, prevention-focused approach to sexualized violence through campus culture-building, community and institutional partnerships, and educational programming, by:

- Building a campus culture to respond to and ultimately prevent acts of sexualized violence.
- Providing consultation and guidance to senior administration on institutional responses to incidents, disclosures or reports of sexualized violence.
- Engaging and collaborating with faculty, staff, and students to take leadership roles in long-term prevention strategies.
- Building and maintaining relationships with community partners such as police, legal experts, community-based sexual assault programs, counselling groups, and emergency housing resources.
- Leading the regular review, consultation and reporting requirements of the Sexualized Violence Policy.
- Planning, leading and implementing continued educational opportunities for faculty, staff and students in prevention and response in collaboration with Faculty Relations, People, Equity and Inclusion, Student Services and other campus stakeholders.

IMPACT OF DECISION MAKING

The Director, SVSPO makes decisions regarding:

- Ensuring the University meets its obligations outlined in the Sexualized Violence Policy and the provincial Sexual Violence and Misconduct Policy Act.
- Making informed recommendations for the effective maintenance and implementation of the Sexualized Violence Policy.
- Making decisions to ensure operational excellence of the SVSPO.
- Determining when and how to implement and deliver learning programs organization-wide.
- Determining how to collect and report metrics to measure program efficacy.
- Determining how and when to respond to identified threats.
- Leading the SVSPO staff and the institution in support of sexualized violence survivors.

PROBLEM SOLVING AND LEVEL OF SUPERVISION

The Director, SVSPO solves problems related to:

- Carrying out responsibilities independently and facing complex challenges that require high-level problem-solving skills centred on navigating the intersection of complex policies and legislation with individual trauma-informed care.
- Developing and refining intake and management processes to accurately assess disclosures, identify critical threats to the university community, and implement safety planning guidelines.
- Resolving procedural and systemic challenges by collaborating with stakeholders such as the Office of the General Counsel and Student Services to ensure reporting and assessment measures remain in compliance with privacy legislation while advancing the University's Sexualized Violence policy.
- Providing strategic oversight of an advisory panel of experts to analyze the effectiveness of prevention and response activities, proactively identifying opportunities for strengthening services in alignment with evolving provincial and national standards.
- Makes recommendations and decisions that have significant impact on the University's ability to meet the obligations laid out in the Sexualized Violence policy.

RELATIONSHIPS

Maintains and forms alliances with recognized leading experts and authoritative decision makers. Partners with wide circle of contacts and involves them in generating mutually beneficial long-term opportunities and achieving agreeable outcomes. Represents the organization on strategic issues impacting multiple organizations, the community, and the professional field.

Supervisory

Supervises staff by providing guidance and mentorship, ensuring the appropriateness and currency of job responsibilities, initiating recruitment for temporary and continuing staff, hiring staff, providing or directing the provision of training, evaluating performance, approving leaves and training and development, responding to grievances and approving leaves of absence.

Primary Working Relationships

Maintains and forms alliances with recognized leading experts both provincially and nationally. Partners with a wide circle of contacts and involves them in generating mutually beneficial opportunities and achieving agreeable outcomes. Shares ideas, issues, and opportunities with members of personal network. Seeks referrals from others with relevant expertise and influence. Attends and maintains relationships with relevant formal and informal professional groups and organizations.

Internal Connections

The role requires close collaboration with other Student Services offices, People, Equity and Inclusion, Safety & Risk Services, the Human Rights Office, and the Office of the General Counsel to meet university requirements. The Director works across the institution in partnership with university leaders and the SVSPO Advisory Panel to ensure the university meets its obligations under the provincial Sexual Violence and Misconduct Policy Act.

External Connections

The Director builds and maintains strategic partnerships with external entities, including the RCMP and municipal police, and community organizations to facilitate a coordinated, trauma-informed approach to safety and support. They act as a liaison and subject matter expert, sharing best practices and representing the university in provincial and national dialogues regarding sexual violence prevention and response.

QUALIFICATIONS

Master's degree in a relevant discipline and seven years of related experience in areas such as social justice, equity and inclusion, anti-violence, sexual violence, social work, or an equivalent combination of education, training and experience.

- Excellent knowledge of anti-oppressive, survivor-centred, and trauma-informed professional practice of care in the anti-sexual violence field.
- Excellent knowledge of risk and threat assessment in community, family and post-secondary settings.
- Excellent understanding of intersectional, feminist, anti-oppressive and anti-racist practices relating to sexual, intimate and family violence.
- Excellent knowledge of prevention, education and response strategies for diverse populations and issues including gender identity and expression, ancestry, race, sexual orientation, religion, faith, ability, national and ethnic origin, and socio-economic status.
- Knowledge of relevant BC legislation including the University Act, Human Rights Code, and Sexual Violence and Misconduct Policy Act.
- Excellent interpersonal and communication skills.
- Excellent organizational, decision-making, strategy and project management skills.
- Budget planning and financial management skills.
- Ability to work in and manage crises and resolve conflicts.
- Ability to supervise and manage multidisciplinary staff.
- Ability to work cooperatively and effectively with justice system personnel and community organizations.
- Satisfactory Criminal Record Check.

❖ *Simon Fraser University respectfully acknowledges the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh Úxwumixw (Squamish), səlilwətał (Tsleil-Waututh), qíçəy̓ (Katzie), kʷíkʷəłəm (Kwikwetlem), Qayqayt, Kwantlen, Semiahmoo and Tsawwassen peoples on whose unceded traditional territories our three campuses reside.*

❖ *Simon Fraser University is committed to the principle of Employment Equity.*