



POSITION DESCRIPTION

Project Manager, Workforce Development Program on Gender & Disability – Part-time (0.9 FTE) (12 Month Contract)

ADVERTISING DATE: 23 April 2018

POSITION CONTEXT

Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities.

Women with Disabilities Victoria (WDV) has developed a strategic priority to influence services by educating and building the capacity of service systems and organisations to be accessible to women with disabilities. A key initiative to support this is through the Workforce Development Program which supports violence prevention and response workforce development projects. A key program is the Workforce Development Program on Gender and Disability (hereafter referred to as *The Program*) which aims to increase awareness of how to deliver gender equitable and sensitive services and to influence organisational culture as a strategy for violence prevention and improving women's well-being and status.

The Program is currently in its fifth year and has undergone a successful piloting and evaluation phase during 2013-2015 with further refinement and roll out up until end of 2017. WDV has recently received an extension of funding over four years 2017 – 2021 to recast The Program based on the results of an industry demand analysis and development of a strategic development and implementation plan developed in 2017.

This position will be responsible for the project management of a range of strategic development priorities and their implementation to support scale up and sustainability of The Program.

EMPLOYMENT CONDITIONS

Classification: Women's Health Victoria Enterprise Agreement 2007 Level 5, Year 1 (pro-rata of \$80,488)

Hours Of Work: 0.9 FTE (68.4 hours per fortnight)

Tenure: This position is for 12 months and may be extended.

Position Location: Level 9, 255 Bourke St, Melbourne.

Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- Must possess Australian Citizenship or permanent resident status with applicable work visa.
- WDV is a smoke free workplace.
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realizing substantive equality for women and women with disabilities.

POSITION OBJECTIVES

This position is responsible for staff management and project management for the delivery of a range of strategic development and implementation priorities within the Gender and Disability Workforce Development Program and related PVAW capacity building projects.

KEY RESPONSIBILITIES

Strategic Direction of the Program

- a. Support the development of strategic partnerships in conjunction with the Program Manager, Workforce Development, WDV.
- b. Delivery of strategies to grow, scale up and sustain The Program over time including working in collaboration with the Program Manager, Workforce Development, WDV to secure recurrent funding
- c. Contribute to positioning violence prevention policy at all levels of government
- d. Develop and monitor the implementation of an evaluation framework for The Program
- e. Participate in relevant workforce and industry and workforce development and advisory groups.

Partnership Development

- a. Build and maintain relationships with relevant organisations, national, state and local government for the implementation of The Program
- b. Develop and maintain partnership agreements and Memorandums of Understandings with relevant strategic and delivery partner organisations
- c. Engage and liaise with disability and other relevant organisations to gain commitment to undertake The Program
- d. Develop and formalise partnerships with disability support organisations and other social services to undertake The Program

Project Management and Staff Management

- a. Project manage the reshaping of The Program based on recommendations of a recent industry demand analysis and resulting strategic development and implementation plan
- b. Support appropriate governance arrangements and administration for The Program
- c. Manage and monitor the implementation of The Program budget and expenditure
- d. Implement an in-house advanced co-facilitator staffing model and an “Experts by Experience” strategy to build the capacity of women with disabilities to deliver a range of flexible and responsive Program delivery options
- e. Manage program staff within the agreed budget and funding and service agreement
- f. Draft, negotiate and manage contracts with consultants as agreed

Program Marketing, Promotion and Communication

- a. Engage and contract manage a suitably qualified consultant to develop and implement an effective marketing and promotion strategy for The Program to increase the take up of the program by disability and other social service organisations
- b. Coordinate and ensure quality of a range of multi-media communication and promotion activities produced and published by The Program team that follow WDV’s guidelines and endorsement process

Program Redesign, Delivery and Evaluation

- a. Ensure the design, development and continuous quality improvement of a range of flexible training products and delivery platforms
- b. Manage the delivery of the reshaped Program in the transition period, testing the new design to deliver more flexible and responsive training and capacity building options that increases take up of The Program by disability organisations and other social service organisations
- c. Manage an external evaluation of The Program and develop and implement internal evaluation data collection methods in accordance with endorsed evaluation framework
- d. Develop discussion papers and other relevant planning and decision making documents related to potential accreditation and sustainability options for The Program.
- e. Scope, map and initiate a process for implementing appropriate accreditation avenues (including micro-credentialing) for The Program

GENERAL RESPONSIBILITIES

The following responsibilities are required to be carried out and apply to all staff at WDV:

- a. Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- b. Provide verbal and written reports and activities data as appropriate
- c. Active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- d. Work within organisational policies, procedures and Enterprise Agreement
- e. Undertake other duties as directed within each person's scope and abilities
- f. Health safety and wellbeing requirements:
 - i. Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors
 - ii. Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture
 - iii. Where appropriate, participate in workplace inspections, accident reporting and investigations; provide information, instruction and coaching.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships and Extent of Authority

- a. Contribute to the culture of the decision making processes incorporating co-operation, collaboration and shared accountability with other staff, and the Board
- b. The position reports to the Program Manager, Workforce Development, WDV and supports and supervises The Program delivery team

External

- a. Progress strategic directions by building and maintaining relationships with relevant organisations, national, state and local government
- b. In conjunction with the Program Manager, develop and formalise strategic partnerships
- c. Liaise with services participating in the program and the Program Advisory Group members
- d. Encourage and facilitate involvement of women with disabilities and other key stakeholders in the project

Accountability

- a. The position will report on delivery of agreed performance measures to the Program Manager, Workforce Development, WDV
- b. Provide regular bi-monthly project reports to the Program Manager, Workforce Development, WDV
- c. Provide timely reports to the Department of Human Services against agreed deliverables via the Program Manager, Workforce Development, WDV

KEY SELECTION CRITERIA

- a. A demonstrated commitment to the values and principles underpinning WDV
- b. Knowledge of the key policy areas relating to the organisation's priorities and expertise in prevention of violence against women
- c. Demonstrated business development, planning and project management experience
- d. High level skills and experience in developing, delivering and evaluating training programs
- e. Highly proficient in written and verbal communication and partner relationships
- f. Well developed ability to work in a collaborative team environment
- g. Demonstrated experience in positive and effective staff management and support
- h. Demonstrated experience in budget development and management
- i. Lived experience of disability is highly desirable

POSITION CLASSIFICATION: Level 5 (WHV EBA 2007 descriptors)

Definitions:

- a. Work is likely to be in accordance with a broad plan, budget or strategy. Responsibility and broad ranging accountability for the structure, management and output of the work of others and/or functions may be involved.
- b. Work involves the exercise of significant delegated authority with decisions and actions taken having a significant effect upon the programs or work areas being managed. The selection of methods and techniques is based on sound judgement.
- c. Competency at this level involves the self-directed development and mastery of broad and/or specialised areas of knowledge with a range of skills. Application is to major, broad or specialised functions in highly varied and/or highly specialised contexts.
- d. Competencies are normally used independently and are non-routine. Significant high level judgement is required in planning, design, operational, technical and/or management functions.

Competencies:

- a. Ability to link the Service's corporate strategy and the effectiveness of its program delivery. This requires constant scanning of the Service's internal and external environment for significant changes likely to affect either the original strategy or its subsequent delivery. Possible modifications would then be assessed to ensure that client service remains effective, through input from clients, management and staff.
- b. Ability to achieve work area objectives while monitoring and improving where possible financial management. Ability to focus on clients' needs by matching the Service's program objectives with present priorities and expected results.
- c. Ability to continually promote work area objectives which are set in conjunction with staff, feedback which is given on staff performance and team work.
- d. Ability to effectively represent the Service through liaison and negotiation, plus developing and maintain networks to share expertise.
- e. Ability to manage for results by allocating and monitoring resources to balance competing priorities and respond to changing ones. This requires workloads to be assessed, staff to be involved and targets to be reviewed. Significant liaison would also be required with management and other resource allocation bodies.
- f. Ability to ensure that effective change management strategy is drawn up, assessed and evaluated in consultation with staff and implemented through them.
- g. Recognition of personal abilities and ways these could be enhanced, through feedback from others in the immediate work environment and a strategy for self-development. Application of effective time management techniques.

PD DATE OF APPROVAL: 18 April 2018