

## **POSITION DESCRIPTION**

### **Workforce Capacity Building Officer – Gender and Disability Equity Part-time (0.8 FTE)**

**Position until 30th of June 2021 (0.8 FTE)**

#### **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.

WDV has a strategic priority to prevent and respond to violence and abuse against women with disabilities. The Workforce Development Program on Gender & Disability (the Program) contributes to delivery of this priority by:

- Increasing disability, social services and family violence workforces' awareness of gender and disability-equitable service-delivery
- Delivering training and capacity-building activities to enable target workforces to better meet the needs of women with disabilities, and providing peer education and communities of practice for women with disabilities

The Victorian Government has provided funding to WDV as part of the Free from Violence – Women's Workforce Capacity Building investment for the women's health sector to work with regional, local-level partners – such as local government, sporting groups and local businesses – in the primary prevention of violence against women (PVAW). This position will deliver a Women's Health Services (WHS) Capacity Building Project to support regional women's health services to engage and work in partnership with women with disabilities, disability and other community organisations and networks to strengthen inclusive approaches to PVAW and gender equity.

This project will build on previous project work and resources for Prevention of Violence Against Women with Disabilities by developing, implementing and sharing disability inclusive practical tools and approaches with women's health services and their regional partners to work towards preventing violence against women with disabilities.

## **EMPLOYMENT CONDITIONS**

**Classification:** **Women's Health Victoria Enterprise Agreement 2007**

Level 4 – Salary range between Year 1 - Year 3 (pro-rata of \$70,386 - \$75,349) subject to experience plus 9.5% Superannuation and Salary Packaging available.

**Hours of Work:** 0.8 FTE (60.80 hours per fortnight)

**Tenure:** This position is from the date of appointment to Wednesday 30 June 2021.

**Position Location:** 255 Bourke Street, Melbourne. All WDV staff are working from home until further notice under Covid-19 State of Emergency).

### **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 purpose of promoting or realising substantive equality for women and women with disabilities.

### **POSITION OBJECTIVES**

- This position is responsible for undertaking capacity building activities with regional women's health services and their local government and regional partners to support gender and disability inclusive practice in Prevention of Violence Against Women (PVAW).
- They will work to increase the engagement of women with disabilities and disability sector organisations in PVAW and gender equity planning and projects/initiatives undertaken by regional women's health services and their regional and local government partners.

## **KEY RESPONSIBILITIES**

### **Strategic Direction of the Program**

- Support the continue development of strategic partnerships in conjunction with the Health Services Program Manager, WDV.
- Contribute to positioning violence prevention policy at all levels of government
- Continue to develop, implement, monitor the evaluation framework for the project
- Participate in relevant workforce and industry and workforce development and advisory groups.

### **Partnership Development**

- Build and maintain relationships with relevant organisations, national, state and local government for the implementation of the project
- Work in partnership with at least two women's health services and their local government partners to support disability inclusive PVAW and gender equity approaches and practices
- Continue to develop and maintain partnership agreements and Memoranda of Understanding with women's health services and statewide prevention organisations/peaks
- Continue to establish and maintain governance structures for project partnerships, management and evaluation
- Engage and liaise with disability and other relevant organisations to participate in the project.

### **Project Management**

- Continue to develop and support appropriate governance arrangements and administration for the project
- Continue to develop, implement and monitor the project within the agreed budget, timelines and funding and service agreement
- Manage and monitor the implementation of the Project budget and expenditure
- Continue to develop, implement, monitor and evaluate a detailed and effective stakeholder engagement and communication plan and implementation strategy in partnership with the governance group
- Continue to develop and ensure the quality of a range of communication and promotion activities are produced and published according to WDV's and relevant partners' guidelines and endorsement process
- Continue to develop and implement an evaluation framework, internal and external evaluation data collection methods/tools for the Project

- Negotiate and manage contracts with consultants subject to program manager direction and approval.

### **Capacity Building in Disability Inclusive Practice**

- Review and provide WDV expertise with regard to disability inclusive practices on the development and implementation of PVAW and gender equity strategies and plans
- Co-produce, refine and disseminate tools, strategies and resources for disability inclusive practice to support transfer and sustainability of learnings for all women's health services about how to engage with disability organisations and women and men with disabilities to embed inclusive prevention practice.
- Co-facilitate communities of practice or other forums to support the participating regional women's services and their local government partner and other regional women's health services to share learnings with regard to disability inclusive prevention practice.

### **GENERAL RESPONSIBILITIES**

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

- 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
- Provide verbal and written reports and activities data as appropriate
- 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
- Work within organisational policies, procedures and the Enterprise Agreement
- Undertake other duties as directed within each person's scope and abilities
- Health, safety & 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. Follow OHS standards, and raise any concerns in the appropriate manner.

## **OHS ADVICE FOR THIS POSITION**

- I. This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices. Employees are encouraged to manage their workloads to minimise fatigue.
- II. Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

This position may require the following duties to be carried out:

- Coordinate and support the setup of training resources, catering, IT, audio-visual and accessibility equipment
- Extended time in front of screens and sitting at desks
- Occasional overnight travel for training delivery

## **ORGANISATIONAL RELATIONSHIPS**

### **Internal Relationships**

- The position will report to the Health Services Program Manager, Workforce Development Program on Gender and Disability
- The position has no direct reports.

### **External**

- Build and maintain effective relationships with project partners, consultants and key stakeholders
- Encourage and facilitate involvement of women with disabilities in the projects accountability
- Report on delivery of agreed performance measures to the Health Services Manager
- Provide timely milestone reports to funders via the Health Services Manager.

## KEY SELECTION CRITERIA

**(KSC must be addressed in your application in a separate document using a Microsoft Word)**

1. A demonstrated commitment to the values and principles underpinning WDV
2. Qualifications in social sciences, health promotion or a related discipline
3. Knowledge and expertise in Prevention of Violence Against Women (PVAW)\*
4. Knowledge and experience in building the capacity of organisations, workforces and community in disability inclusive practice
5. Demonstrated experience in project management including the development, delivery and evaluation of capacity building projects
6. Demonstrated experience in establishing and maintaining effective relationships with project partners and key stakeholders.
7. Ability to work independently under general direction and with limited day-to-day supervision and well-developed ability to work in a collaborative team environment
8. Lived experience of disability is highly desirable.
9. Highly proficient in written and verbal communication

**Please note:** All applicants should be aware that this project will require the successful candidate to work with organisations working in the Prevention of Violence Against Women (PVAW), and will bring the successful candidate into contact with information related to violence against women with disabilities.

## **POSITION CLASSIFICATION: Level 4 (WHV EBA 2007 descriptors)**

### **WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION**

#### **Definitions:**

- I. Work is likely to be under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the management and output of the work of others and for a defined function or functions may be involved.
- II. Work involves the exercise of a degree of autonomy with delegated authority to operate within broad organisational guidelines. The selection of methods and techniques is based on sound judgement. The work generally involves the management of major projects and/or functions. Solutions to problems can generally be found in documented techniques, precedents or instructions. Advice would not necessarily be available within the organisation.
- III. Competency at this level involves the self-directed development of knowledge with substantial depth across a number of areas and/or mastery of a specialised area with a range of skills. Application is to major functions in either varied or highly specific contexts.
- IV. Competencies are normally used independently and are substantially non-routine. Significant judgement is required in planning, design, technical or supervisory functions related to products, services, operations or processes.

#### **Competencies:**

- I. Ability to use knowledge of legislation, policies and procedures of the Service to identify risk, opportunities and strategic issues for the future.
- II. Ability to use strategic and operational planning processes to set goals, develop plans and objectives having regard for both the current and future directions of the service.
- III. Ability to allocate work flexibly to people, and lead and motivate staff performance. Training needs are identified and appropriate training is provided to staff being supervised. Personnel management records are maintained in line with recognised practices.
- IV. Ability to identify and assess client needs, negotiate and liaise with clients and market the product or service.
- V. Ability to implement, monitor and evaluate work plans so that work conforms to prior estimates and costs. Materials, services and equipment are acquired and work-in-progress is regularly checked. Any necessary variations are

incorporated and these are advised to staff and management. Progress reports are provided to clients and other interested parties.

- VI. Ability to exercise initiative by identifying potential problems and developing appropriate solutions.
- VII. Ability to cost work, prepare estimates and provide this information to clients. Material and suppliers are identified and prices are negotiated.
- VIII. Ability to anticipate and assess the impact of change and create and foster an awareness of the opportunity for change and an environment conducive to change.
- IX. Ability to recognise and apply strengths and address areas for development. Demonstrate integrity and apply ethical practices, As well as demonstrate self-organisation and a high degree of personal accountability.

**PD DATE OF APPROVAL: 17 August 2020**