

POSITION DESCRIPTION

Here We Are Project Officer – Part-time (0.9 FTE) / Fixed Term Contract

Here We Are Program (8 January 2017 – 21 December 2017)

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.

The Here We Are Program (*referred to as The Program hereafter*) aims to strengthen community inclusion of women with disabilities in four rural areas through community capacity building. The Program has been funded under the Information and Linkages Capacity Building Framework (ILC) of the National Disability Insurance Scheme (NDIS).

EMPLOYMENT CONDITIONS

Classification:	Women's Health Victoria Enterprise Agreement 2007 Level 4, Year 1 (salary \$70,386.00 FTE pro-rata) plus super. Attractive salary packaging is available to all staff.
Hours Of Work:	0.9 FTE (68.4 hours per fortnight)
Tenure:	This position is for the period 8 January 2018 – 21 December 2018 and may be extended subject to funding. The position is subject to a probationary period.
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 purpose of promoting or realizing substantive equality for women and women with disabilities.

POSITION OBJECTIVES

- With support from the Program Manager, Coordinate and implement the Here We Are Program
- Assist with the recruitment of Regional Capacity Builders (RCBs)
- Along with locally-based mentors, support the RCBs to make contact with and build relationships with locally-based community leaders, services and local businesses through a virtual Community of Practice (CoP)
- Facilitate and lead meetings of the virtual Community of Practice (CoP), which will introduce RCBs and partners to each other with the aim of sharing resources, knowledge and expertise
- Conduct site visits, hosting one CoP from each site to build partner relationships, emphasise decentralisation and anchor work in the regions. Encourage communication across regions outside the CoP to establish relationships that can be maintained after project completion.

KEY RESPONSIBILITIES

Regional Partnership Development

- a. Actively support the RCBs to pursue, develop and enhance local/regional partnerships and stakeholder relationships to enhance networking and capacity building opportunities
- b. Assist in identifying and supporting the RCBs to pursue local and regional funding opportunities for regional delivery of key components of the Here We Are Program
- c. Support the implementation, cultivation and evaluation of partnership arrangements with regional organisations willing to work towards the successful delivery of The Program
- d. Support the establishment of sustainable regional relationships between community and the RCBs.
- e. Support regional partners to facilitate professional development (which may include capacity building, training and mentoring support) for the RCBs.

In conjunction with the partner organization/s:

- a. Promote the program within the community.
- b. Support the recruitment of regional RCBs.
- c. Facilitate the regional CoP.
- d. Work with regional partners and the RCBs to identify opportunities for women with disabilities to participate in their community.
- e. Identify ways members can be involved in Women with Disabilities Victoria's objectives.

External communication

- a. Scan for opportunities for representation and liaise with organisations regarding better representation of issues for women with disabilities
- b. Contribute to Women with Disabilities Victoria e-news
- c. Promote Women with Disabilities Victoria and its work in relevant e-newsletters and websites
- d. Promote women's experience and stories to highlight the participation opportunities and development of women with disabilities.

Evaluation of the program

- a. Assist in the design and implementation of evaluation of the impact of relevant components of the Here We Are Program from the perspective of all stakeholders.

Financial Management

- a. Develop and expend budget within extent of authority.

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 & wellbeing requirements:
- g. Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors
- h. Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture
- i. Where appropriate, participate in workplace inspections, accident reporting and investigations; provide information, instruction and coaching.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships & 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, Community Inclusion WDV and supports and supervises Regional Capacity Builders.

External

The Project Worker:

- a. Builds relationships and formal partnerships within the community sector, grant makers, local and Victorian government and the NDIA
- b. Encourages involvement of WDV members, women with disabilities and other key stakeholders in projects
- c. Implements identified and formalised strategic delivery partnerships.

Accountability

- a. The position will report on delivery of agreed performance measures to the Program Manager, Community Inclusion WDV
- b. Provide regular monthly project reports to the Program Manager, Community Inclusion WDV
- c. Provide timely reports to the funders against agreed deliverables via the Program Manager, Community Inclusion WDV.

KEY SELECTION CRITERIA

Mandatory

- a. Relevant qualifications or experience in social sciences, community development, health promotion, partnership development
- b. A demonstrated commitment to the values and feminist principles underpinning WDV's approach
- c. Demonstrated skills and experience in community development and project development
- d. Highly developed communication and facilitation skills with ability to communicate with a range of audiences with diverse communication styles
- e. Ability to collaborate effectively in a team
- f. Proven ability to work with limited supervision, manage competing priorities and find creative solutions to problems
- g. Computer literacy including experience with MS Office, database and Internet research and searching.

Highly Desirable

- a. Lived experience of disability
- b. Experience in developing regional partnerships and developing sustainable networks.

POSITION CLASSIFICATION: Level 4, Year 1 (WHV EBA 2007 descriptors)

Definitions:

- 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.
- 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.
- 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.
- 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.

Core Competencies:

- Ability to use knowledge of legislation, policies and procedures of the Service to identify risk, opportunities and strategic issues for the future.
- 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.
- 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.
- Ability to identify and assess client needs, negotiate and liaise with clients and market the product or service.
- 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
- Ability to exercise initiative by identifying potential problems and developing appropriate solutions.
- Ability to cost work, prepare estimates and provide this information to clients. Material and suppliers are identified and prices are negotiated.
- 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.
- 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: 15/11/2017