

POSITION DESCRIPTION

Gender and Disability Workforce Capacity Building Officer Part-time (0.8 FTE) 12 Month Contract

ADVERTISING DATE: 3 July 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.

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.

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 funding announcement coincided with the release of the Victorian Government’s *First Action Plan* under its strategy to prevent family violence and all forms of violence against women – Free from Violence.

The Victorian strategy on violence prevention, *Free from Violence*, notes that while violence against women and family violence have their origins in gender inequality and discrimination, “inequalities resulting in racism, ageism, ableism and heterosexism can also on their own or in combination, influence patterns of violence perpetrated in society”.

This position will undertake a Women’s Health Services (WHS) Capacity Building Project to build on the work commenced in 2017 by WDV to support regional women’s health services to engage with multicultural, disability and LGBTI organisations to strengthen inclusive approaches to PVAW and gender equity, which resulted in WDV developing and distributing *Inclusive Planning Guidelines for Prevention of Violence Against Women with Disabilities*.

The position will resource violence prevention practitioners and agencies to reach out and work in partnership with disability and other community organisations and networks to prevent violence against women with disabilities.

This work will build on this initial guideline by developing, implementing and sharing inclusive practical tools and approaches with women’s health services and their regional partners.

EMPLOYMENT CONDITIONS

- Classification:** Women's Health Victoria Enterprise Agreement 2007 Level 4
Salary Range \$70,386 -\$78,092 pro-rata
- Hours Of Work:** 0.8 FTE (60.8 hours per fortnight)
- Tenure:** This position is for 12 months and may be extended
- Position Location:** WDV, Level 9, 255 Bourke Street, 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 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 prevention practice
- increasing 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 development of strategic partnerships in conjunction with the Program Manager, Workforce Development, WDV.
- Contribute to positioning violence prevention policy at all levels of government
- Develop, implement and monitor an 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
- Undertake an expression of interest process to identify two women's health services (one rural and one metro) and their local government partners to work deeply with and in partnership to support disability inclusive PVAW and gender equity approaches and practices
- Develop and maintain partnership agreements and Memorandums of Understandings with women's health services and statewide prevention organisations/peaks

- Establish governance structures for project partnerships, management and evaluation
- Engage and liaise with disability and other relevant organisations to participate in the project.

Project Management

- Develop and support appropriate governance arrangements and administration for the Project as a whole
- 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
- Develop, implement, monitor and evaluate a detailed and effective stakeholder engagement and communication plan and implementation strategy in partnership with the governance group
- 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
- Develop and implement an evaluation framework, internal and external evaluation data collection methods/tools for the Project
- Draft, negotiate and manage contracts with consultants as agreed.

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 tools, strategies and resources for disability inclusive practice to support transference 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 3 communities of practice forums with Gen Vic 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 and apply to 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 Enterprise Agreement
- Undertake other duties as directed within each person's scope and abilities
- 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 Occupational Health Safety 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

- Contribute to the culture of the decision making processes incorporating co-operation, collaboration and shared accountability with other staff, and the Board
- The position reports to the Project Manager, Workforce Development Program on Gender & Disability, WDV.

External

- Progress strategic directions by building and maintaining relationships with relevant organisations, national, state and local government
- In conjunction with the Project Manager, Workforce Development Program on Gender & Disability, WDV, develop and formalise strategic partnerships
- Liaise with services participating in the project and the Governance Group members
- Encourage and facilitate involvement of women with disabilities and other key stakeholders in the project.

Accountability

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

KEY SELECTION CRITERIA – Please address this in your application

1. A demonstrated commitment to the values and principles underpinning WDV
2. Knowledge of the key policy areas relating to the organisation's priorities and expertise in prevention of violence against women
3. Knowledge and experience in building the capacity of organisations, workforces and community in disability inclusive practice
4. Demonstrated experience in project management including the development, delivery and evaluation of capacity building projects
5. Highly proficient in written and verbal communication and partnership engagement and management
6. Well developed ability to work in a collaborative team environment
7. Lived experience of disability is highly desirable.

POSITION CLASSIFICATION: Level 4 (WHV EBA 2007 descriptors)

Definitions:

1. 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.
2. 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.
3. 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.
4. 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:

1. Ability to use knowledge of legislation, policies and procedures of the Service to identify risk, opportunities and strategic issues for the future.
2. 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.
3. 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.
4. Ability to identify and assess client needs, negotiate and liaise with clients and market the product or service.
5. 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.
6. Ability to exercise initiative by identifying potential problems and developing appropriate solutions.
7. Ability to cost work, prepare estimates and provide this information to clients. Material and suppliers are identified and prices are negotiated.
8. 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.
9. 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.