

POSITION DESCRIPTION

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

ADVERTISING DATE: 30 October 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 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 Workforce Development Program on Gender and Disability aims to:

- increase awareness in disability and social service organisations of how to deliver gender equitable and responsive services; and
- influence organisational culture as a strategy for violence prevention to improve women's health, well-being and status.

The Victorian Government has awarded funding through the Workforce Training Innovation Fund to a consortium of industry and training providers to develop and pilot accredited training in gender equity over two years (the Project).

The consortium – which is led by Women's Health Victoria and includes Adult Community Education Victoria, RMIT University and Women with Disabilities Victoria – will develop a suite of accredited units of competency in gender equity designed to embed gender equity knowledge and skills across a broad range of industries. The units of competency and training materials will be informed by an applied research program (led by Monash University) and tested through a pilot to be delivered by RMIT University and two Learn Local Registered Training Organisations (RTOs).

This position will lead Women with Disabilities Victoria's role in this project by working with project partners on the development and delivery of accredited training in gender equity and providing expertise in relation to women with disability. This position will also support the development and delivery of the Workforce Development Program on Gender and Disability.

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:

- Leading Women with Disabilities Victoria's engagement in the project.
- Participating in, and informing the development of, accredited training in relation to gender and disability for the project.
- Supporting the delivery of the accredited training pilots, including facilitating training and/or enabling women with disabilities as co-facilitators in the training.
- Contributing to other accredited training project activities, such as accreditation, consultation, applied research, evaluation, and reporting.

KEY RESPONSIBILITIES

Strategic Direction of the Program

- Support the development of strategic partnerships in conjunction with the Project Manager, Workforce Development Program on Gender and Disability, WDV.
- Contribute to positioning violence prevention policy at all levels of government
- Support evaluation approaches for the project.
- Participate in relevant workforce development, industry advisory and project governance groups.

Partnership Development

- Develop partnerships with disability organisations to participate in the pilot of accredited training.
- Build and maintain relationships with relevant organisations, national, state and local government for the implementation of the project.
- Maintain the partnership agreement with Women's Health Victoria, the lead organisation for the project.
- Contribute to governance structures for project partnerships, management and evaluation.

Project Management

- 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 allocated to WDV for its role in the Project.
- Participate in the development, implementation and monitoring of stakeholder engagement and communication plans and an implementation strategy in partnership with the governance group.
- Develop and publish communication and promotion activities according to WDV's and relevant partner's guidelines and endorsement processes.
- Contribute to the development and implementation of 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

- Work with members of the Workforce Development Program on Gender and Disability to develop accredited training relating to gender and disability.
- Review and provide WDV expertise with regard to gender and disability in accredited training modules.
- Pilot the delivery of the Gender and Disability accredited training module.

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.
- Work closely with the Training and Development Team Leader to draw on content and design of existing training materials as a basis for accredited training.
- The position reports to the Project Manager, Workforce Development Program on Gender and 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 and Disability, WDV, develop and formalise strategic partnerships.
- 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 and Disability, WDV.
- Provide regular bi-monthly project reports to the Project Manager, Workforce Development Program on Gender and Disability, WDV.
- Provide timely reports to Women’s Health Victoria against agreed deliverables via the Project Manager, Workforce Development Program on Gender & Disability, WDV.

KEY SELECTION CRITERIA – Please address this in your application

1. Demonstrated commitment to the values and principles underpinning WDV.
2. Knowledge of the key policy areas relating to the organisation's priorities and sound understanding of gender and disability equity and prevention of violence against women.
3. Knowledge and experience in building the capacity of workforces through the development and delivery of training
4. Demonstrated experience in project management including the development, delivery and evaluation of 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.

Desirable

7. Lived experience of disability.
8. Familiarity with frameworks for the development of accredited training.

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.

PD DATE OF APPROVAL: 25 October 2018