

## POSITION DESCRIPTION

### **Workforce Development Officer - Sexual and Reproductive Health Part-time (0.7 FTE) - 2 year 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 goal to influence services by educating and building the capacity of service systems and organisations to be accessible to women with disabilities.

This project falls under one of WDV's three priority areas: Health and the promotion of access to health services. It is a fundamental right for all women to have access to a range of services that support their sexual and reproductive health. WDV recognises that Victoria's strategy - *Women's sexual and reproductive health: key priorities 2017 -2020* - is an important first step in realising that vision.

WDV's work tells us that women with disabilities continue to be underserved in areas of sexual and reproductive health, contributing to poorer health outcomes and restricting access to the choices that should be available to all women. WDV has received funding from the Department of Health and Human Services to work in partnership with a sample of health service organisations to improve access to sexual and reproductive health services for women with disabilities.

This position will work closely with WDV's health services networks to develop partnerships with a sample of health service organisations and an agreed approach for building the capacity of their workforce with regard to the health, safety and well-being of women with disabilities.

WDV's systemic advocacy work on sexual and reproductive health services will also be informed by this work, supporting broader efforts to improve access to sexual and reproductive health services for women with disabilities.

This role will suit a woman with strong communication skills, lived experience of disability and the confidence to work closely with health professionals in a learning and development context. The successful applicant will have additional skills in engaging and consulting with partner agencies (health service providers), tailoring and presenting information that meets their requirements in a professional setting. The role will require some knowledge or experience of health services settings and skills in engagement of partners and presentation of information.

## **EMPLOYMENT CONDITIONS**

**Classification:** Women's Health Victoria Enterprise Agreement 2007 Level 4, Year 1 (pro-rata of \$70,386), plus employer superannuation. Attractive salary packaging is available to all staff

**Hours Of Work:** 0.7 FTE (53.2 hours per fortnight)

**Tenure:** This position is for 2 years and may be extended subject to funding

**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 working in partnership with targeted health service organisations to provide learning and development opportunities that will equip them with the skills and knowledge to deliver more accessible and responsive sexual and reproductive health services to women with disabilities.

## **KEY RESPONSIBILITIES**

### **1. Resource development**

- a. Review previous policy/research work undertaken by WDV and partners to develop and document a clear understanding of the barriers that women with disabilities experience when accessing sexual and reproductive health services.
- b. Review material developed by WDV (Healthy Services, Healthy Women), designed as a series of workshops comprising a disability and learning package for delivery to health professionals.
- c. Plan learning and development forums, with material tailored according to the needs identified by each site (see below).
- d. Target learning approaches to suit each location and support capacity building (see below).
- e. Build and maintain a library or toolbox of flexible resources for potential adaptation and rollout in other health service settings.

## **2. Partner engagement**

- a. Work with WDV Management and DHHS to identify two appropriate sites to target work with health professionals.
- b. Assist WDV to engage each organisation in a formal partnership, with clear responsibilities.
- c. Build strong day to day working relationships with each partner agency, guided by the collaborative development of partnership agreements.
- d. Consult with each site (health service organisation) on their learning and development needs, using a co-design approach.
- e. Undertake a needs analysis with each partner, identifying and target relevant workforces and appropriate learning approaches.
- f. Work collaboratively with each partner to engage targeted workforces in learning and development.

## **3. Program delivery**

- a. Plan and deliver tailored learning and development sessions to targeted workforce contexts.
- b. Collect, analyse and provide a report on participant feedback to each partner on:
  - The effectiveness of the learning and development resources and delivery
  - Further training interests/needs
  - Any systemic, process, cultural or workplace issues identified by participants that present barriers to inclusion
  - Proposals to address or amend any of the barriers identified

## **4. Program administration, systems and reporting**

- a. Work with partner organisations to develop and coordinate administrative and event management for the program including promotion of events, managing RSVPs, coordinating venue, translating and catering services
- b. Develop and implement systems and processes to manage and maintain partner communications
- c. Collate, analyse and produce reports on training participant feedback
- d. Collect and analyse de-identified material and provide summary recommendations to DHHS for consideration of systemic issues
- e. Provide secretariat support to project advisory groups informing the development and implementation of the project, including organising meetings and related correspondence
- f. Provide progress updates and monthly project reports to the Senior Program Manager, Workforce Development and support her to meet reporting requirements to DHHS.

## **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:
  - 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**

- a. Work collaboratively with the WDV staff team
- b. Contribute to the culture of the decision making processes incorporating co-operation, collaboration and shared accountability with other staff, and the Board.

### **External**

- a. Builds relationships with partner organisations (health service organisations)
- b. Builds relationships with health services professionals
- c. Encourage involvement of WDV Members, women with disabilities and other key stakeholders in program activities.

### **Accountability**

- a. The position will report on delivery of agreed performance measures to the Senior Program Manager, Workforce Development and will report regularly to WDV's Program Advisory Group (PAG).

### **Extent of Authority**

- a. The position reports to the Senior Program Manager, Workforce Development and will work closely with other members of the WDV Workforce Development Team.
- b. The position may support or supervise project staff, co-facilitators and volunteers/students as required.

## **KEY SELECTION CRITERIA – Please address this in your application**

- a. A demonstrated commitment to the values and feminist principles underpinning WDV's approach
- b. Knowledge or experience of health services settings
- c. Demonstrated experience in development of targeted learning and development resources
- d. Highly developed written, oral communication and facilitation skills, with experience in delivery of learning and professional development sessions
- e. Experience in partnership engagement and development of strong and collaborative working relationships
- f. Strong project management, organisation and time management skills, including the ability to:
  - Plan and schedule workload to respond to multiple demands
  - Prioritise and meet deadlines for events, with attention to detail
  - Maintain records to support accurate reporting, evaluation and acquittal

Highly desirable

- g. Lived experience of disability
- h. Content knowledge and experience in sexual and reproductive health

## **POSITION CLASSIFICATION:** Level 4 (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.

### **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:** 25 October 2018