

## POSITION DESCRIPTION

### **Gender and Disability Workforce Capacity Building Officer** **Part-time (0.8 FTE)** **18-Month Contract**

#### **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 influence services by educating and building the capacity of service systems and organisations to be accessible to women with disabilities.

The Victorian Government 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).

The Victorian Government’s, *Free from Violence* strategy, 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 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 WDV’s *Inclusive Planning Guidelines 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

- At Level 3 Salary Range \$57,542 -\$67,679 pro-rata
- At Level 4 Salary Range \$70,386 -\$78,092 pro-rata

Classification subject to skills, knowledge and experience of successful candidate, plus Superannuation and Salary packaging

**Hours of Work:** 0.8 FTE (60.8 hours per fortnight) preferred.

Hours of work and days worked are negotiable, subject to the skills and experience of the successful candidate and capacity to meet the requirements of the project overall.

**Tenure:** This position is for 18 months.

**Position Location:** WDV, Level 1, 255 Bourke Street, Melbourne.

**Position Manager:** The position will report to the Senior Program Manager, Workforce Development, WDV.

### 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 practice in Prevention of Violence Against Women (PVAW)
- 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
- 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
- Develop and maintain partnership agreements and Memoranda of Understanding with women's health services and statewide prevention organisations/peaks
- 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**

- 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 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 and measures, 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
- Comply with WDV Occupational Health Safety policies and procedures to participate in the achievement of a safe working culture

## KEY SELECTION CRITERIA – Please address these in your application

1. A demonstrated commitment to the values and principles underpinning WDV
2. Knowledge and expertise, or willingness to acquire knowledge and expertise in Prevention of Violence Against Women (PVAW)\*
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
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.
8. Well-developed ability to work in a collaborative team environment
9. Lived experience of disability is highly desirable.

\***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.

WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

At Level 3 (refer classification descriptions below) WDV is willing to consider applications from candidates with limited experience working in PVAW, subject to the candidate's willingness and commitment to develop knowledge and expertise with support from WDV.

## **POSITION CLASSIFICATIONS:**

At **Level 3** the successful candidate will be capable of demonstrating the following accountabilities and competencies (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 individual and for a defined function may be involved. The work of others may be supervised or teams guided or facilitated.
2. Work involves the exercise of a degree of autonomy and may involve the control of projects or programmes. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
3. Competency at this level involves the self-directed development of knowledge with broad knowledge across a number of areas and/or mastery of a specialised area with a range of skills.
4. Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes.

### **Competencies:**

- I. Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- II. Ability to set individual work area objectives and clarify client needs and expected results. The people, funds, materials and equipment needed to carry out this work are identified and set down in an action plan.
- III. Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- IV. Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
- V. Ability to identify, gather, analyse and apply information to achieve goals of the work area. Ability to present information in a way which is understandable to an audience and identifies options and recommends appropriate action.
- VI. Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- VII. Ability to achieve personal goals in the workplace and career progression. Feedback is sought on work performance and strategies for improvement are implemented. Honest and ethical behaviour is applied with clients and colleagues.

At **Level 4** the successful candidate will be capable of demonstrating the following accountabilities and competencies (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:**

- 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:** 20 Jun 2019