

## POSITION DESCRIPTION

**Co-Facilitator and Training Delivery Officer,  
WDV Sexual and Reproductive Health Workforce Development Project  
Casual, 12 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 seen and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities. A key priority of WDV is to improve the health outcomes of women with disabilities.

One focus of WDV's strategic plan is to influence services by building the capacity of services and organisations to be accessible and responsive to women with disabilities. A key initiative to support this is through the Workforce Development Program which supports violence prevention and response workforce development programs/projects including the Sexual and Reproductive Health Workforce Development Project.

This project aims to increase awareness in health services of how to deliver gender equitable and sensitive services and to influence organisational culture as a strategy for improving women's well-being and status.

This position will be responsible for the co-facilitation of training within the Sexual and Reproductive Health Workforce Development Project, and may also involve opportunities to assist with facilitation of gender and disability violence prevention training.

### EMPLOYMENT CONDITIONS

**Classification:** Women's Health Victoria Enterprise Bargain Agreement 2007  
Level 3, Salary Range Year 1- 5 (\$58,826.00- \$67,679 pro-rata FTE)  
dependent on experience

**Hours of Work:** **Casual** (hours to be negotiated based on project delivery requirements)

**Tenure:** This position is for 12 months and may be extended. This position is subject to a three-month probationary period.

**Position Location:** Women with Disabilities Level 1, 255 Bourke St, Melbourne.

### Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- Successful candidate 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 disability.

## **POSITION OBJECTIVES**

This position will be responsible for co-facilitation/delivery of training within the WDV Sexual and Reproductive Health Workforce Development Project and potentially within the Workforce Development Program on Gender and Disability as required.

This position will work with program staff, partners and relevant contracted consultants to:

- Deliver training as part of the Sexual and Reproductive Health Workforce Development Project
- Collaboratively tailor and co-deliver training for diverse audiences
- Consult with organisations regarding implementation of appropriate training strategies to their workforce
- Ensure a range of lived experience perspectives are used alongside professional knowledge to enhance the development and implementation of learning to key stakeholders

## **KEY RESPONSIBILITIES**

### **Training and Delivery**

- I. Professionally prepare and co-deliver training to target workforces of the WDV Sexual and Reproductive Health Workforce Development Project and Workforce Development Program on Gender and Disability.
- II. Facilitate group and individual learning experiences in accordance with relevant WDV endorsed workforce development training package material.
- III. Support training participants to transfer their learning into the workplace.
- IV. Use lived and professional experience respectfully, meaningfully and with a goal of facilitating training participants increased knowledge and skills in the areas of sexual and reproductive health, gender and disability equity, and prevention of violence against women with disabilities.
- V. Tailor and pitch training delivery to diverse audiences.
- VI. Implement and report on training assessment tasks and post-delivery feedback.
- VII. Continuously strive to improve knowledge of feminist principles, violence prevention against women, sexual and reproductive health, gender and disability equity and the use of lived experiences in training preparation and delivery.

### **Relationships management and communication**

- Plan and work collaboratively, equitably and respectfully with co-facilitators and organisation representatives to deliver training.
- Liaise with key workforce development stakeholders with regard to training delivery.
- Exhibit gender and disability equitable behaviour at all times whilst representing WDV.

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

- Assist in implementing training evaluation processes that inform review of training packages and reports to funders.
- Follow WDV guidelines for dealing with challenging group dynamics, resistance to content and responding to critical incidents.
- Identify and implement reflective learning strategies to review and reflect on training and facilitation with a goal of constant refinement and improvement.
- Other duties as required.

## **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 WDV's organisational policies, procedures and Enterprise Bargaining Agreement.
- Undertake other duties as directed within each person's scope and abilities.
- 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 OHS policies and procedures to participate in the achievement of a safe working culture,
  - III. Comply with WDV Occupational Health Safety policies and procedures to participate in the achievement of a safe working culture

## **ORGANISATIONAL RELATIONSHIPS**

- Contribute to the development and maintenance of a positive and supportive organisational culture on a day to day basis.
- Contribute to decision making processes on a day to day basis.
- Work collaboratively with all members of the WDV staff and Board.

## **External**

- Liaise with services participating in the training in relation to training needs of participants.
- Encourage engagement and involvement of women with disabilities and other key stakeholders in the development and delivery of the project

## **Accountability**

- The position will sit within the Workforce Development Program and report on delivery of agreed performance measures to the Workforce Development Officer - Sexual and Reproductive Health.
- Provide evidence of engagement with professional reflective practices within an agreed upon timeframe.

## **KEY SELECTION CRITERIA:**

- I. Demonstrated commitment to the values and feminist principles underpinning WDV's approach.
- II. Demonstrated training and facilitation experience and capacity to deliver complex training content.
- III. Demonstrated knowledge of best practice approaches to sexual and reproductive health and disability inclusion.
- IV. Lived experience of disability and the appropriate use of this experience in public and work domains to enhance outcomes for women with disabilities.
- V. Highly proficient verbal and written communication skill and computer literacy including experience in Microsoft office suite, internet research and email.
- VI. Demonstrated ability to work individually and within a team with a high degree of positivity and problem-solving.

**POSITION CLASSIFICATION: Level 3** (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 exhibited with clients and colleagues.

**DATE APPROVED: 19 August 2019**