

## **POSITION DESCRIPTION**

### **‘Our Right to Safety Resources’ Project Officer – Part-time (0.8 FTE) Community Inclusion and Women’s Empowerment Program November 2019 – August 2020**

#### **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.

In 2017 and 2018, WDV developed a suite of resources for women with disabilities and for organisations about violence, abuse and safety. The Our Right to Safety and Respect project aims to increase women with disabilities access to safe, useful and good practice information about their right to safety and respect that builds their confidence, knowledge and actions to identify and seek support if they experience violence and abuse. Statewide consultations focusing on WDV current Leadership Hubs will be conducted to support women to learn how to safely use the resources.

The ‘Our Right to Safety’ project (the Project) is the second phase of our work to support women to have the opportunity to share their stories about violence, abuse, safety and respect.

Community organisations will also have the opportunity to learn how to make their interaction with women with disabilities who have experienced violence as accessible and inclusive as possible.

The Project will also evaluate the success of this work and provide feedback to government regarding specific Project outcomes.

#### **EMPLOYMENT CONDITIONS**

<b>Classification:</b>	Women’s Health Victoria Enterprise Agreement 2007 Level 3, Salary Range \$65,315 -\$67,679 pro-rata depending on experience.
<b>Hours Of Work:</b>	0.8 FTE (60.8 hours per fortnight)
<b>Tenure:</b>	This position is for the period November 2019 – August 2020
<b>Position Location:</b>	Level 9, 255 Bourke St, Melbourne.

#### **Probity & Compliance Requirements:**

- Current consent to check and release National Police Record with a satisfactory outcome
- Current consent to undertake and release a Working with Children check if required

- 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 purpose of promoting or realising substantive equality for women and women with disabilities.

## **POSITION OBJECTIVES**

This position is responsible for:

- Delivering workshops focusing on WDV members throughout Victoria, with a focus on WDV members who are isolated and may have limited supports, Leadership Hub members and women living in rural and regional areas, to provide them with knowledge about their rights to feel safe and understand what support services are available if they have experienced violence.
- Meeting with women's health organisations, community health services, prevention of violence organisations and other relevant organisations across Victoria to promote current resources and document any further need in utilising the resources or accessing new or different materials.
- Building partnerships to improve the provision of supports to women with disabilities and facilitate their access to state and Commonwealth programs, public inquiries and supports available (e.g. NDIS, My Aged Care, the Royal Commission into Aged Care, The Royal Commission into Violence Against People with Disability, advocacy and self-advocacy).
- Evaluating workshop materials and practice, and develop evidence of further need regarding material development or other supports for both women with disabilities and services.

## **KEY RESPONSIBILITIES**

### **Project Delivery**

- Liaise with and seek informal expert advice from key experts in the family violence field, including women with disabilities, to ensure the Project is meeting key deliverables.
- Further develop a project plan which includes successful scoping, implementation and completion of the Project within the required period.
- Conduct workshops with women with disabilities to introduce the 'Our Right to Safety' resources.
- Identify and meet with relevant organisations to promote current resources and identify need in using the current resources or development or accessing new or different resources.
- Develop accessible information gathering tools which will enable collection of consistent and relevant Project data from Project participants.

- Use findings from workshops and interaction with relevant organisations to identify further need for current resources or further development or identification of new resources.

### **External communications**

- Contribute to Women with Disabilities Victoria e-news
- Promote Women with Disabilities Victoria and its work in relevant e-newsletters and websites.
- Look for ways to promote members'/participant experiences to highlight the participation and development of women with disabilities as a result of taking part in the Program.
- Promote volunteer and leadership opportunities to increase the visibility and voice of women with disabilities.

### **Management**

- Work within the scope of the Program budget with the Program Manager.

### **Evaluation**

- Work alongside the Program Manager, Community Inclusion and Women's Empowerment and using feedback from the project participants, make relevant recommendations for furthering this work from the perspective of all stakeholders.

## **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 & 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. Follow OHS standards, and raise any concerns in the appropriate manner

## **ORGANISATIONAL RELATIONSHIPS**

### **Internal Relationships & 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 Program Manager, Community Inclusion and Women's Empowerment WDV.

### **External**

The Resources Officer:

- Builds relationships within the scope of the Project.
- Encourages involvement of WDV members, women with disabilities and other key stakeholders in projects
- Implements identified and formalised strategic delivery goals

### **Accountability**

- The position will report on delivery of agreed performance measures to the Program Manager Community Inclusion and Women's Empowerment WDV
- Provide timely monthly project reports to the Program Manager Community Inclusion and Women's Empowerment WDV
- Provide timely reports to the funders against agreed deliverables via the Program Manager Community Inclusion and Women's Empowerment WDV

## **KEY SELECTION CRITERIA**

### **Mandatory**

- Relevant qualifications or experience in social sciences / health promotion/partnership development
- Relevant experience in delivering workshops using a variety of delivery methods.
- Knowledge of the isolation which women with disabilities experience
- Awareness of the challenges of working within the violence prevention space and how it may impact on your practice to ensure the wellbeing of all involved in the project.
- Experience in developing external partnerships.
- A demonstrated commitment to the values and feminist principles underpinning WDV's approach
- Demonstrated skills and experience in evaluation processes and project development.
- Highly developed communication and facilitation skills with ability to communicate with a range of audiences with diverse communication styles.
- Ability to collaborate effectively in a team.
- Proven ability to work with limited supervision, manage competing priorities and find creative solutions to problems.
- Computer literacy including experience with MS Office, database and Internet research and searching.
- **Highly Desirable:** Lived experience of disability.

**POSITION CLASSIFICATION:** Level 3 (WHV EBA 2007 descriptors)

**Definitions:**

- I. 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.
- II. Work involves the exercise of a degree of autonomy and may involve the control of projects or programs. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- III. 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.
- IV. 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 practise 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.

**PD Date of approval:** October 2019