



POSITION DESCRIPTION

Prevention Resource Development Officer Workforce Development Program on Gender & Disability (12 Month Contract – Part)

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 prevent and respond to violence and abuse against women with disabilities. The Workforce Development Program on Gender & Disability (the Program) contributes to delivery of this priority by:

- Increasing disability, social services and family violence workforces' awareness of gender and disability-equitable service-delivery
- Delivering training and capacity-building activities to enable target workforces to better meet the needs of women with disabilities, and
- Providing peer education and communities of practice for women with disabilities

This position will be responsible for developing and disseminating prevention of violence against women (PVAW) resources to enable target workforces to implement PVAW strategies for women with disabilities. The role will also require delivery of training and facilitation of gender and disability violence prevention packages.

EMPLOYMENT CONDITIONS

Classification: Women's Health Victoria Enterprise Agreement 2007
Level 4 – Salary range between Year 1 - Year 3 (pro-rata of \$70,386 - \$75,349) subject to experience plus 9.5% Superannuation and Salary Packaging available.

Hours of Work: 0.7 FTE (52.3 hours per fortnight). negotiable subject to skills and experience and capacity to meet the requirements of the project overall.

Tenure: This position is from the date of appointment to 30 June 2021, and may be extended subject to funding.

Position Location: 255 Bourke Street, Melbourne. All WDV staff are working from home until further notice under Covid-19 State of Emergency).

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

POSITION OBJECTIVES

The position will be responsible for leading the development and scale up of PVAW and disability information and resources to inform, support and influence target workforces, including:

- scoping, design, development, implementation, dissemination and evaluation of resources for a range of delivery mediums
- incorporating prevention of violence frameworks and disability equity principles
- embedding contemporary adult educational theory and practice to enable effective transfer of learning to the workplace by target workforces, and
- ensuring co-design by and representation of women with disabilities in resources.

The position will also work collaboratively with the Prevention Training Coordinator to contribute to update and delivery of Program training content, as directed by the Program Manager.

KEY RESPONSIBILITIES

Coordinate and develop resources development deliverables of the program

- Scope priority PVAW and disability information and resources in collaboration with the Program team, informed by industry demand and mapping of resources currently available
- Lead the development of priority resources, including scoping, design, development, filming, testing, and implementation
- Ensure resource design and development is consistent with disability and intersectionality co-design principles and prevention and capability frameworks
- Develop a dissemination strategy for resources in a range of formats, including online, forums, video, web-based, face to face and self-paced, to ensure maximum reach and engagement
- In collaboration with the Program team incorporate lived experience of women with disabilities purposefully to ensure disability inclusive practice
- Respond to disclosures of family violence consistent with best practice
- Contribute to WDV's PVAW knowledge and intersectionality knowledge base

Relationship Management and Communication

- Develop effective relationships with key stakeholders including project partners, delivery organisations, the PVAW sector and other key stakeholders
- Manage effective relationships with consultants, as directed
- Participate in relevant industry and workforce development advisory groups
- Contribute to development and delivery of the 6-monthly promotions plan

Training Delivery

- Work collaboratively with the Prevention Training Coordinator to contribute to update of Program training content, as directed
- Deliver PVAWD training and facilitation, when consistent with lived experience or as an alternate to other Program facilitators, as directed

Program administration, systems and reporting

- Develop, monitor and evaluate activities consistent with the annual Program Plan
- Contribute to delivery of Program promotions plans
- Contribute to Program evaluation reporting
- Provide performance reporting of activities and outcomes
- Support governance and administration of the Program
- Other duties as required

GENERAL RESPONSIBILITIES

The following responsibilities are required to be carried out by 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 the 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.

OHS ADVICE FOR THIS POSITION

1. This position may require the following duties to be carried out:
 - Light manual lifting including moving of tables and chairs for meeting set-up
 - Carrying and set-up, or supporting such setup of training resources, catering, IT, audio-visual and accessibility equipment
 - Extended time in front of screens and sitting at desks
 - Occasional overnight travel for training delivery
2. Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

- The position will report to the Program Manager, Workforce Development Program on Gender and Disability
- The position has no direct reports

External

- Build and maintain effective relationships with project partners, consultants and key stakeholders
- Encourage and facilitate involvement of women with disabilities in the project

Accountability

- Report on delivery of agreed performance measures to the Program Manager
- Provide timely milestone reports to funders via the Program Manager

KEY SELECTION CRITERIA (This must be addressed in your Application)

1. A demonstrated commitment to the values and principles underpinning WDV
2. Demonstrated knowledge of and/or experience in the delivery of information or services for the prevention of violence against women
3. Demonstrated experience developing training content and resources for adult learners, including face-to-face, online, blended and self-paced learning.
4. Certificate IV in Training and Assessment (TAE 40116) or higher qualification in education would be highly regarded, or willingness to obtain the qualification.
5. Highly developed communication and facilitation skills, with ability to communicate with a range of audiences with diverse communication styles
6. Demonstrated ability to collaborate effectively in a team
7. Demonstrated ability to work with limited supervision, manage competing priorities and find creative solutions to problems
8. Capacity to manage relationships with partners, consultants and stakeholders
9. Capacity to respond effectively and appropriately to disclosures of violence
10. Lived experience of disability is highly desirable.

POSITION CLASSIFICATION: Level 4 (WHV EBA 2007 descriptors)

WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION

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 work of others and for a defined function or functions may be involved.
- II. 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.
- III. 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.
- IV. 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: