

POSITION DESCRIPTION

Health Services Program Manager

(12 Month Contract) – Part –Time

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 strategic priorities to prevent and respond to violence and abuse against women with disabilities, and to promote access to health services for women with disabilities. WDV's Workforce Development team contributes to delivery of these priorities through the following projects:

- *Workforce Development Program on Gender and Disability*, which focuses on increasing disability, social services and family violence workforces' awareness of and capability in gender and disability-equitable service-delivery
- *Women's Health Services Capacity Building Project*, which supports regional women's health services to strengthen disability-inclusive approaches to Prevention of Violence against Women and gender equity.
- *Sexual & Reproductive Health Project*, which is developing training and resources to improve healthcare workers' knowledge and skills to better address the needs of the sexual and reproductive health of women with disabilities.

This position will work collaboratively as one of two co-managers of the team, to facilitate development, flexibility and sustainability of programs.

This position will be responsible for oversight of the *Women's Health Services Capacity Building* and *Sexual & Reproductive Health* projects and for positioning WDV as a leader in disability and gender-inclusive practice in health services.

The position will also be responsible for building partnerships and seeking funding to build WDV's capacity to deliver projects that systemically improve access to health services for women with disabilities.

EMPLOYMENT CONDITIONS

- Classification:** Women's Health Victoria Enterprise Agreement 2007
Level 5 – Salary range between Year 1 - Year 4
(pro-rata of \$80,488 - \$91,168) subject to experience
plus 9.5% Superannuation and Salary Packaging available.
- Hours of Work:** 0.6 FTE (45.6 hours per fortnight)
- Tenure:** This position is from the date of appointment to 30 June 2021.
Hours of work and contract 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:

- Lead the *Women's Health Services Capacity Building* and the *Sexual and Reproductive Health* projects to effectively implement and evaluate project activities and outcomes
- Build and maintain effective relationships with funders, partners and key stakeholders, to support project delivery and expansion
- Subject to funding, build WDV's capacity to deliver projects to improve access to health services for women with disabilities and to assist services to better meet the needs of women with disabilities
- Participate in the effective management of WDV as a member of the senior management team

KEY RESPONSIBILITIES

Strategic Program Management

- Work collaboratively with the Program Manager, Workforce Development Program on Gender and Disability, to co-manage WDV's Workforce Development programs
- Lead project planning, governance, implementation, monitoring, evaluation and reporting
- Develop and maintain effective funder and key stakeholder relationships to support program delivery and extension
- Represent WDV in relevant community, workforce and industry networks for the promotion and effective delivery of the projects
- Contribute to raising the awareness of gender-equitable and disability-inclusive health service delivery as a priority issue at all levels of government and relevant workforce and sector peak bodies

Budget Management and Reporting

- Oversee project budget development and review, including preparation of the annual budget, review of monthly financial reporting and mid-year review
- Manage and monitor budget expenditure, within delegation
- Lead development of funding submissions and tenders

- Negotiate and manage contracts with consultants, within delegation
- Ensure timely compliance reporting to funding bodies and partners
- Provide project performance and risk reporting to the CEO, as directed

Staff Management

- Recruit and induct team members
- Provide day-to-day supervision of team members
- Foster a team culture of collaboration that supports and enables staff to deliver projects and to apply and develop their skills and capabilities
- Oversee development and implementation of team workplans, including professional development and performance review
- Support team members to apply lived experience to inform and benefit the projects and progress staff development
- Monitor workloads and support the well-being of team members, in conjunction with the senior management team

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

- I. This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices. Employees are encouraged to manage their workloads to minimise fatigue.
- II. 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

- This position reports to the CEO
- Positions reporting to this position are:
 - Gender & Disability Workforce Capacity Building Project Officer
 - Workforce Development Officer – Sexual and Reproductive Health

External

- Build and maintain effective relationships with Program funders, partners and key stakeholders
- In conjunction with the CEO, develop and formalise strategic partnerships
- Encourage and facilitate involvement of women with disabilities in the project

Accountability

- Provide performance and risk reporting to the CEO, and to the Senior Operations Manager as directed.
- Ensure provision of timely and accurate performance and risk reporting to the CEO and Board.
- Provide timely milestone plans and reports to funders and partners.

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

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Demonstrated knowledge and expertise in the development and implementation of gender equitable and disability-inclusive projects
3. Demonstrated project management experience, including project planning, governance, monitoring and reporting
4. Demonstrated experience in budget development and management
5. Capacity to effectively manage relationships and contracts with funders, partners, consultants and key stakeholders
6. Capacity to manage competing priorities and delegate effectively
7. Capacity to build effective project teams and enable staff development and progression
8. Skills and experience in developing, delivering and evaluating training programs
9. High level of proficiency in written and verbal communications
10. Capacity to respond effectively and appropriately to disclosures of violence, and to support colleagues to manage resistance to PVAW information and training
11. Experience working in the Victorian Women's Health Services sector is highly desirable
12. Lived experience of disability is highly desirable.

POSITION CLASSIFICATION: Level 5 (WHV EBA 2007 descriptors)

WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION

- I. Work is likely to be in accordance with a broad plan, budget or strategy. Responsibility and broad ranging accountability for the structure, management and output of the work of others and/or functions may be involved.
- II. Work involves the exercise of significant delegated authority with decisions and actions taken having a significant effect upon the programs or work areas being managed. The selection of methods and techniques is based on sound judgement.
- III. Competency at this level involves the self-directed development and mastery of broad and/or specialised areas of knowledge with a range of skills. Application is to major, broad or specialised functions in highly varied and/or highly specialised contexts.
- IV. Competencies are normally used independently and are non-routine. Significant high level judgement is required in planning, design, operational, technical and/or management functions.

POSITION COMPETENCIES:

- I. Ability to link the Service's corporate strategy and the effectiveness of its program delivery. This requires constant scanning of the Service's internal and external environment for significant changes likely to affect either the original strategy or its subsequent delivery. Possible modifications would then be assessed to ensure that client service remains effective, through input from clients, management and staff.
- II. Ability to achieve work area objectives while monitoring and improving where possible financial management.
- III. Ability to focus on clients' needs by matching the Service's program objectives with present priorities and expected results.
- IV. Ability to continually promote work area objectives that are set in conjunction with staff, feedback that is given on staff performance and teamwork.
- V. Ability to effectively represent the Service through liaison and negotiation, plus developing and maintain networks to share expertise.
- VI. Ability to manage for results by allocating and monitoring resources to balance competing priorities and respond to changing ones. This requires workload to be assessed, staff to be involved and targets to be reviewed. Significant liaison would also be required with management and other resource allocation bodies.
- VII. Ability to ensure that effective change management strategy is drawn up assessed and evaluated in consultation with staff and implemented through them.
- VIII. Recognition of personal abilities and ways these could be enhanced, through feedback from others in the immediate work environment and a strategy for self-development.
- IX. Application of effective time management techniques.

PD DATE OF APPROVAL: June 2020