

## **POSITION DESCRIPTION**

### **Experts by Experience Health Officer (Casual Position)**

#### **Workforce Development Program**

### **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 promote the access of women with disabilities to health. The Experts by Experience Health Project contributes to delivery of this priority by:

- Scoping and developing health resources and training for women with disabilities.
- Delivering training and capacity-building activities to enable utilization of the resources
- Providing peer education and capacity building for and with women with disabilities

### **About this position**

This position will be 1 of 12 Experts by Experience Health Officers. The Experts by Experience Health team will be comprised of a group of passionate women that utilise their lived experience of disabilities to improve health outcomes for women with disabilities.

This team will have the opportunity to build their capacity to develop health resources and training, they will scope, co-design, develop, deliver and promote health resources and training for women with disabilities and health services.

The team will additionally be provided training and professional development in the areas of health promotion, resource design, training delivery and development, utilizing lived experience of disability purposefully and public speaking and leadership.

## **EMPLOYMENT CONDITIONS**

- Classification:** Women's Health Victoria Enterprise Agreement 2007, Level 3, Year 1 \$62,738 pro rata  
Rate \$39.69 per hour (which includes 25% casual leave loading) in line with the SCHCADS Award 2010 as at 1 December 2020.
- Hours of Work:** Between 4-6 hours per fortnight. (No staff are to work on weekends or Public Holidays).  
All meetings will be held at a minimum of 3 hour blocks per meeting.
- Tenure:** From date of appointment until Wednesday 30 April 2022
- Position Location:** Level 9, 255 Bourke St, 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
- 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 1 of 12 Experts by Experience Health Officers. The Experts by Experience Health team will be comprised of a group of passionate women that utilise their lived experience of disabilities to improve health outcomes for women with disabilities.

This team will have the opportunity to build their capacity to develop health resources and training, they will scope, co-design, develop, deliver and promote health resources and training for women with disabilities and health services.

The team will additionally be provided training and development in the areas of health promotion, resource design, development, training

delivery and development, utilizing lived experience of disability purposefully and public speaking and leadership.

## **KEY RESPONSIBILITIES**

### **Represent and advocate for women with disabilities**

- Support the work of WDV by sharing your lived experience of disabilities
- Contribute to identifying gaps in resources available for women with disabilities in the areas of health
- Support and provide expert consultation on the co-design, development of health resources target towards women with disabilities and health services
- Co-develop and deliver training on the health resources to women with disabilities and key stakeholders
- Use lived experience to enhance the learning of others in health, gender and disability equity through training and public speaking opportunities
- Support positive relationships with project partners, consultants and key stakeholders
- Participate in professional development opportunities
- Attend WDV meetings as required

### **Team Work**

- Work respectfully with team members, project and WDV staff
- Share ideas and discuss them with members of the team
- Respect differences and the experiences of others

## **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
- 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:
  - Time in front of screens (zoom) and sitting at desks
  - Occasional overnight travel for meeting and training (only if required)
  - Extended time in rooms with a number of other people
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**

- Contribute to the culture of the decision-making processes incorporating co-operation, collaboration and shared accountability with other staff, and the Board
- The position will report to the Experts by Experience Health Coordinator and Program Manager
- The position has no direct reports

#### **External**

- Support positive relationships with project partners, consultants and key stakeholders when working with them in consultations, training and or guest speaking
- Promote the work of WDV

## **Accountability**

- Contribute positively and effectively with the team

## **KEY SELECTION CRITERIA**

**(This must be addressed in your Application with a small paragraph for each of the criteria.)**

1. A demonstrated commitment to the values and principles underpinning WDV
2. A lived experience of disability and willingness to utilise lived experience purposefully to advance the rights of women with disabilities in a health context
3. A commitment to health promotion and disability and gender equity
4. Willingness to engage in training to increase skills, knowledge, understanding and confidence in undertaking resource development, promotion and training
5. Demonstrated willingness to create a health resource using lived experience
6. Capacity to build positive relationships with the team, external partners, consultants and stakeholders

**POSITION CLASSIFICATION:** Level 3 (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 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 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.

**PD DATE OF APPROVAL: 4 January 2021**