

POSITION DESCRIPTION

Experts by Experience Health Project Officer (Part time) 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 responsible for supporting the Experts by Experience Health Project in capacity building, co-design, development, training, promotion and dissemination of health resources to improve the health outcomes of women with disabilities.

The position will focus on supporting all areas of the project deliverables under the direction of the project coordinator.

EMPLOYMENT CONDITIONS

Classification: Women's Health Victoria Enterprise Agreement
2007 Level 3 – Salary range Year 1 – Year 3
\$62,738 to \$65,919 pro-rata, based on experience

Hours of Work: 0.5 FTE (38.00 hours per fortnight) Part Time.

Tenure: This position is from the date of appointment until Wednesday 30 June 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 responsible for supporting the Experts by Experience Health Project in capacity building, co-design, development, training, promotion and dissemination of health resources to improve the health outcomes of women with disabilities.

The position will focus on supporting all areas of the project deliverables under the direction of the project coordinator.

KEY RESPONSIBILITIES

Support key program deliverables under the guidance of the Experts by Experience Coordinator and Health Resource Development Officer:

- Provide program support by coordinating the accessibility and inclusion requirements of the Experts by Experience officers
- Assist in the scoping and co-design/development process with other project staff in developing health promotion resources, training and material
- Support training delivery and evaluation of health resources
- Support the promotion of the project and the health training resources
- Event planning and management
- Provide minute taking and meeting support at Experts by Experience and Program Advisory Group and other key meetings and training sessions
- Respond to disclosures of family violence consistent with best practice

- Support positive relationships with project partners, consultants and key stakeholders
- Contribute to and support reporting of the project
- Participate in professional development opportunities

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:
 - Extended time in front of screens (zoom) and sitting at desks
 - Setting up of IT, audio-visual, accessibility equipment and meeting rooms
 - 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

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 commitment to providing accessible and inclusive environment and communications.
3. A commitment to health promotion and disability and gender equity.
4. Demonstrated experience providing high level program support in areas including: event planning and management, minute taking, organizing for accessibility, working with key stakeholders.
5. Demonstrated ability to work with limited supervision, manage competing priorities and find creative solutions to problems.
6. Capacity to support relationships with the team, external partners, consultants and stakeholders.
7. Capacity to respond effectively and appropriately to disclosures of violence.
8. Lived experience of disability is highly desirable or commitment to amplifying the voices of women with disabilities.

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