

POSITION DESCRIPTION

Health Promotion Resource Development Officer (0.8 EFT) Part-Time Experts by Experience Health Project Workforce Development Program on Gender & Disability

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

This position will be responsible for co-design, development, promotion and dissemination of health resources to improve the health outcomes of women with disabilities, and collaborating with project partners and supporting stakeholder engagement in the project. The position will also be responsible for other areas of project implementation, including supporting the Experts by Experience Health Team and contributing to project reporting and evaluation.

EMPLOYMENT CONDITIONS

Classification: Women's Health Victoria Enterprise Agreement 2007
Level 4 – Salary range Year 1 – Year 2 pro-rata
\$72,361 to \$74,258 and subject to experience
plus 9.5% Superannuation and Salary Packaging
available.

Hours of Work: 0.8 FTE (60.8 hours per fortnight) Part-Time.

Tenure: This position is from the date of appointment to
30 June 2022.

Position Location: 255 Bourke Street, Melbourne.
All WDV staff can choose to work from home or
the office 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 developing of health and disability information and resources to inform, support and empower women with disabilities and targeted workforces, including:

- Scoping, co-design, development, implementation, dissemination and evaluation of resources for a range of audiences and needs
- Incorporating disability equity and health promotion principles
- Ensuring co-design by and representation of women with disabilities in resource development and evaluation.

The position will also work collaboratively with the Experts by Experience Health Coordinator to support the Experts by Experience Health Team and deliver other project activities, as directed by the Health Services Manager.

KEY RESPONSIBILITIES:

Resource Development

- Scope priority health and disability information and resources in collaboration with the Project Coordinator, Experts by Experience Health Team and community consultation, informed by mapping of currently available resources.
- Support the Experts by Experience Health Team members to develop peer training and other resources for women with disabilities.
- Develop priority resources, including scoping, co-design, development, testing, and implementation.
- Ensure resource design and development is consistent with disability equity, co-design and health promotions principles.
- Develop a dissemination strategy for resources in a range of formats, including online, forums, video, web-based, face to face in accordance with identified audience needs.
- In collaboration with the Experts by Experience Health Team, incorporate lived experience of women with disabilities purposefully to ensure disability inclusive practice
- Respond to disclosures of family violence consistent with best practice
- Develop effective relationships with key stakeholders including project partners, disability and community organisations, the health sector and other key stakeholders

Training Delivery

- Work collaboratively with the Experts by Experience Health Coordinator to contribute to development and delivery of training and professional development of the Experts by Experience Health Team as required.

Program administration, systems and reporting

- Contribute to Project record keeping, evaluation and reporting in collaboration with the Experts by Experience Health Coordinator
- Support project governance and administration in collaboration with the Experts by Experience Health Coordinator
- 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:
 - Setting up of IT, audio-visual and accessibility equipment
 - Extended time in front of screens and sitting at desks
 - Occasional overnight travel for training delivery
 - Coordination of setup and delivery of training, meetings and other events
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 Health Services Manager, Workforce Development Program on Gender and Disability
- The position will work alongside the Experts by Experience Health Project Coordinator and the Experts by Experience Health Team
- 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 in the health promotion sector
3. Demonstrated experience developing training content and resources for diverse audiences
4. Demonstrated ability to collaborate effectively in a team
5. Demonstrated ability to work with limited supervision, manage competing priorities and find creative solutions to problems
6. Capacity to manage relationships with partners, consultants and stakeholders
7. Capacity to respond effectively and appropriately to disclosures of violence
8. 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: 19 May 2021