

POSITION DESCRIPTION

Gender and Disability Manager, Gender and Disability Workforce Development Program

Part-time 0.8 FTE

September 2021 – 30 June 2023

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.

The Gender and Disability Workforce Development Program is funded by the Office for Prevention of Family Violence and Coordination and aims to prevent violence against women with disabilities through a range of initiatives including;

- Strategically positioning women with disabilities' experiences in the violence prevention sector
- Workforce development - training, consultation, and resource provision to the social service, local government and prevention sectors
- Cross sector collaboration - communities of practice, partnerships and networking opportunities
- Lived experience workforce development - employment, leadership, professional development, and consultation.

The Program was established in 2014 and has recently received another phase of funding.

EMPLOYMENT CONDITIONS

- Classification:** Women's Health Victoria Enterprise Agreement 2007. Level 5, Year 1- Year 4 (pro-rata of \$84,849 - \$91,173 depending on experience) plus 10% Superannuation and Salary Packaging available.
- Hours of Work:** 0.8 FTE (60.80 hours per fortnight)
- Tenure:** This position is from the date of appointment – 30 June 2023 and may be extended subject to funding.
- Position Location:** Level 9, 255 Bourke St, 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, permanent resident status or 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 realizing substantive equality for women and women with disabilities.

POSITION OBJECTIVES

This position is responsible for:

- Leading the Gender and Disability Workforce Development Program and achieving the Program's aims and violence prevention workforce development deliverables over the next phase of funding.
- Building and maintaining effective relationships with Program funders, partners, and key stakeholders, to support Program delivery and expansion.
- Contributing knowledge and expertise in prevention of violence against women with disabilities (PVAWD), gender and disability equity for the achievement of WDV's strategic objectives and broader strategic positioning of women with disabilities in primary prevention.
- Developing a strong and respectful team culture grounded in feminist and co-design principles

- Participating in the effective management of WDV as a member of the senior management team

KEY RESPONSIBILITIES

Strategic Planning & Program Management

- Develop and maintain strategic relationships with key stakeholders, funders, partners etc, in the PVAW, social service, and government sectors.
- Design and implement the Program's governance in line with evaluation findings.
- Lead the co-design, development, implementation, monitoring and evaluation and reporting of all primary prevention workforce development activities and deliverables including, but not limited to;
 - The Experts by Experience Advocates - a team of casual lived experience consultants that provide internal and external consultation on gender and disability equity and primary prevention
 - The Gender and Disability Workforce Development training packages, endorsement model and prevention resources
 - A Gender and Disability Community of Practice
 - Program marketing and promotion activities and events
 - Other activities and deliverables (as required)
- Represent WDV on relevant community, workforce and industry networks for the promotion and effective delivery of the prevention, gender and disability projects
- Contribute to raising awareness and building the evidence base of prevention of violence against women with disabilities at all levels of government, peak bodies and relevant workforces and sectors.

Reporting, Evaluation and Budget Management

- Complete funder reports twice per year and engage funders in program governance, and quarterly meetings.
- Oversee the program budget, development, reforecasting and expenditure monitoring in collaboration with relevant WDV staff.
- Negotiate contracts and Memoranda of Understanding (MOUs) with consultants, partners and key stakeholders.

- Provide Program performance and risk reporting to the Chief Executive Officer, as directed
- Lead development of grants, funding submissions and tenders
- Develop and implement an evaluation strategy and plan for the Program

WDV Culture and Staff Management

- Lead a workplace culture based on respect, inclusion, feminist, and co-design principles.
- Recruit and induct team members with and without lived experience of disability
- Provide day-to-day supervision, professional development, mentoring and coaching to team members
- 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 Program and progress staff development
- Monitor workloads and support the wellbeing of team members, in conjunction with the senior management team

GENERAL RESPONSIBILITIES

The following responsibilities are required to be carried out and apply to 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.
- Adhere to WDV file saving protocols and use WDV SharePoint and employee OneDrive cloud based document management system.
- 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 Enterprise Agreement
- Undertake other duties as directed within each person's scope and abilities

- Health safety & wellbeing requirements:
 - Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
 - Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture.
 - 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
 - This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices.
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.

ACCOUNTABILITY

The position will report on delivery of agreed performance measures to the WDV Chief Executive Officer.

KEY SELECTION CRITERIA (KSC)

(This must be addressed in your application- Address each KSC individually maximum 200 words each).

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Demonstrated knowledge and expertise in the design, development, implementation and evaluation of programs for the prevention of violence against women
3. Demonstrated experience in following best practice in managing disclosure of violence and referring to appropriate support
4. Excellent intersectional practice, inclusion and disability equity knowledge
5. Skills and experience in designing, developing, delivering and evaluating workforce development and training programs
6. Demonstrated project management experience, including project planning, governance, evaluation, monitoring, budgeting and reporting
7. Capacity to effectively manage relationships and contracts with funders, partners, consultants and key stakeholders
8. Capacity to build effective project teams and enable staff development and progression
9. Capacity to respond effectively and appropriately to disclosures of violence, and to support colleagues to manage resistance to PVAW information and training
10. High level of proficiency in written and verbal communications
11. Lived experience of disability is highly desirable.

POSITION CLASSIFICATION: Level 5 (WHV EBA 2007 Descriptors WHV Enterprise Agreement Classification definitions and Competencies

Definitions:

WHV Enterprise Agreement 2007 Level Five Classification definition is as follows:

1. 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.
2. Work involves the exercise of significant delegated authority with decisions and actions taken having a significant effect upon the programmes or work areas being managed. The selection of methods and techniques is based on sound judgement.
3. 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.
4. Competencies are normally used independently and are non-routine. Significant high level judgement is required in planning, design, operational, technical and/or management functions.

Competencies:

1. 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.
2. Ability to achieve work area objectives while monitoring and improving where possible financial management. Ability to focus on clients' needs by matching the Service's program objectives with present priorities and expected results.
3. Ability to continually promote work area objectives that are set in conjunction with staff, feedback that is given on staff performance and teamwork.
4. Ability to effectively represent the Service through liaison and negotiation, plus developing and maintain networks to share expertise.

5. 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.
6. Ability to ensure that effective change management strategy is drawn up assessed and evaluated in consultation with staff and implemented through them.
7. 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.
Application of effective time management techniques.

PD Approved: 16 August 2021