

## **POSITION DESCRIPTION**

### **Prevention Resource Development Officer Workforce Development Program Part-time 0.8 FTE May 2022 – 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.

This role will work across two projects. The Gender and Disability Workforce Development Program and the Women's Health Services Capacity Building Project. These projects are funded by the Office for Prevention of Family Violence and Coordination with the aim 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 services, 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.

## EMPLOYMENT CONDITIONS

**Classification:** Women's Health Victoria Enterprise Agreement 2007. Level 4, Year 1 - Year 4 (pro-rata of \$74,179 - \$79,811 depending on experience) plus 10% Superannuation and Salary Packaging available

The above rate has been adjusted to be in line with the SCHCADS Award 2010 as at 1 July 2021.

**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

## Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- As a requirement, all WDV employees are required to provide a COVID certificate showing that they are fully vaccinated or provide proof of a certified medical exemption.
- 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 realising substantive equality for women and women with disabilities.

## POSITION OBJECTIVES

This position will be responsible for the resource development deliverables associated with the Gender and Disability Workforce Development Program and the Women's Health Services Capacity Building Program. This will require the candidate to have:

- A qualification/work history in a relevant social services field.
- A strong knowledge of prevention of violence against women frameworks and theory.
- Demonstrated experience in using co-design, disability equity and inclusion principles.

- Previous experience in resource development across several formats.
- Excellent communication and project management skills.
- A lived experience of disability (desirable) and/or a strong focus on elevating the voices and stories of women with disabilities in all aspects of their work.

## **KEY RESPONSIBILITIES**

### **Resource Development**

- Lead the resource development deliverables for the PVAW projects, including project management, planning, co-design, development, testing, promotion and evaluation of prevention of violence against women and disability resources to inform, support and influence target workforces.
- Develop, review and update resources in line with best practice violence prevention models and frameworks.
- Develop and review all resources using an intersectional, co-design approach that ensures representation and collaboration with the team and women with disabilities.
- Embedding contemporary adult educational theory and practice into resources to enable effective transfer of learning.
- Develop and review resources across several formats including infographics, guides, videos, micro-credentials, online and face to face to meet audience needs and maximise reach.
- Develop a promotion and dissemination strategy that enables the developed resources to reach the target audiences.
- Contribute to the evaluation of all developed violence prevention resources.
- Respond to disclosures of family violence consistent with best practice and organisational policy.
- Represent WDV in 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**

- Contribute to funder reports four times a year and other WDV reports as needed in conjunction with the Program Manager.
- Negotiate MOUs and agreements with partners and key stakeholders.
- Provide updates on deliverables and workload to the manager, as directed.
- Contribute to the development of grants, funding submissions and tenders.

## **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.
- Support team members to apply lived experience to inform and benefit the Program and progress staff development.
- 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 resource launches.
  - 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.

## **ORGANISATIONAL RELATIONSHIPS**

- Contribute to the development and maintenance of a positive and supportive organisational culture on a day to day basis.
- Contribute to decision making processes on a day to day basis.

### **Internal Relationships**

- This position reports directly to the Gender and Disability Workforce Development Program Manager.
- The position will work in collaboration with all members of the WDV staff and Board.
- The position has no direct reports.

### **External Relationships**

- Build and maintain effective relationships with key stakeholders.

## **ACCOUNTABILITY**

The position will report on delivery of agreed performance measures to the WDV Gender and Disability Workforce Development Program Manager.

## **To be successful in applying, applicants must include:**

- **Current and up to date CV/Resume.**
- **Completed Key Selection Criteria: response approximalty 100 – 200 words each.**

### **KEY SELECTION CRITERIA (KSC)**

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Demonstrated knowledge and expertise in prevention of violence against women (Change the Story Framework).
3. Excellent intersectional practice, inclusion and disability equity knowledge
4. Skills and experience in co-designing, developing, promoting and evaluating workforce development violence prevention resources
5. Experience creating resources across several formats including infographics, guides, videos, micro-credentials, online learning systems, etc.
6. Capacity to effectively work in a collaborative team and manage relationships with partners and key stakeholders
7. Capacity to respond effectively and appropriately to disclosures of violence and to support colleagues to manage resistance to PVAW information and training
8. Lived experience of disability is highly desirable and/or a strong understanding of power and privilege dynamics, empowerment models and co-design

## **POSITION CLASSIFICATION: Level 4 (WHV EBA 2007 Descriptors WHV Enterprise Agreement Classification definitions and Competencies**

### **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 Approved:** 6 April 2022