

POSITION DESCRIPTION
Program Support Officer
Gender and Disability Workforce Development
Program
Part-time 0.6 FTE
September 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.

WDV Values are:

- Equal Opportunity
- Accessibility
- Respect
- Collaboration
- Effectiveness
- Creativity
- Diversity
- Accountability

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: **WDV Enterprise Agreement 2022**

Based on the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2022.

Salary Range - Level 3, Pay Point 1 – 4 (pro-rata of \$67,444 – \$72,318 depending on experience) plus Superannuation and Salary Packaging available.

Hours of Work: 0.6 FTE (45.60 hours per fortnight)

Tenure: This position is from the date of appointment to 30 June 2023 and may be extended subject to funding.

Position Location: Hybrid – CBD Melbourne and working from home.

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 is responsible for:

- Supporting the promotion, implementation and evaluation of the Gender and Disability Workforce Development Program deliverables over the current phase of funding.
- Contributing knowledge and expertise in prevention of violence against women with disabilities (PVAWD) and gender and disability equity for the broader strategic positioning of women with disabilities in primary prevention.
- Contributing to a strong and respectful team culture grounded in feminist and co-design principles.

KEY RESPONSIBILITIES

Experts by Experience Advocates

- Support the Experts by Experience Advocates consultation/training sessions promotion, implementation and evaluation.
- Support the facilitation of the Experts by Experience Advocates consultation/training sessions online, face to face and hybrid.
- Other duties as required.

Violence Prevention and Disability Inclusion Training

- Support the training sessions promotion, implementation and evaluation.
- Support the facilitation of the training sessions online, face to face and hybrid.
- Support the development of training materials.
- Monitor online modules completion, score assessments and distribute certificates of completion and relevant communications.
- Other duties as required.

Workforce Development Activities

- Support the promotion, implementation and evaluation of workforce development activities including, but not limited to:
 - Program Advisory Group.
 - Endorsement Model Working Group, promotional materials and resources.
 - Disability Inclusion and Violence Prevention Community of Practice.
 - Prevention resources.

- In collaboration with the Program team, incorporate lived experience of women with disabilities purposefully to ensure disability inclusive practice.
- In collaboration with the Program team, contribute to raising awareness and building the evidence base of prevention of violence against women with disabilities.

Promotion, Partnership and Marketing

- Provide Program activities blurbs for WDV's E-News, mailing lists and social media channels on a regular basis working alongside the Marketing and Communications team.
- Support the facilitation of events associated with the promotion of the Program products and services online, face to face and hybrid working alongside the Administration Support Officer.
- Demonstrate gender and disability equitable principles and behaviours when collaborating with key stakeholders and partners.

Monitoring, Evaluation and Reporting

- Support all monitoring and evaluation processes, implementation and collation of data to continuously improve the Program and its initiatives.
- Support all reporting requirements across the Program.

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 support, 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 Gender and Disability Workforce Development Program Manager and has no direct reports.

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.

External Relationships

- Build and maintain effective relationships with key stakeholders.

KEY SELECTION CRITERIA (KSC)

All 11 KSC must be addressed in your application (address each KSC individually)

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Excellent knowledge in prevention of violence against women and women with disabilities.
3. Excellent knowledge in intersectionality and disability inclusion.
4. Excellent customer service skills, with the ability to communicate effectively and professionally with diverse stakeholders and communities, verbally and electronically.
5. Intermediate MS Office application skills (including Word, Excel, Outlook and Teams) and Zoom Video Conferencing.
6. Experience using Office 365 in web and app environments and using SharePoint (desirable).
7. Demonstrated experience supporting the promotion, implementation and evaluation of project meetings, training sessions and/or events.
8. Excellent attention to detail, organisation, time management and prioritising tasks.
9. Demonstrated ability to work both independently and in a team.
10. Capacity to respond effectively and appropriately to disclosures of violence (highly desirable).
11. Lived experience of disability highly desirable.

Social and Community Service Employee Levels

You can find a copy of the WDV Classification Structure on Salary Employee levels alongside the Job Advertisement.

For further details on the Classification Structure on Salary Employee levels, please contact Vikki Cummings, HR Manager at vikki.cummings@wdv.org.au

PD Approved: 25 July 2022