

POSITION DESCRIPTION

Director of Policy, Advocacy and Community Engagement Part-time (0.8 FTE) 2 Year Contract May/June 2023 – June 2025

ORGANISATIONAL 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.

Our strategic priorities are:

- Prevent and respond to violence and abuse against women with disabilities.
- Work to make the NDIS relevant and responsive to women with disabilities and empower women to engage with the new system.
- Promote access to health services for women with disabilities.

WDV Values are:

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

POSITION PURPOSE

The Director of Policy, Advocacy and Community Engagement (PACE) is a member of the executive team at WDV and reports directly to the CEO. This position supervises three program managers (Community Inclusion and Women's Empowerment, Health Services, and Gender and Disability Workforce

Development) and the Senior Policy Officer. This pivotal new role is responsible for the operational delivery of our strategic priorities, cementing WDV's reputation for inclusive, collaborative and influential relationships, and advocacy to redress the inequities that limit the lives of women with disabilities.

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.

Level 8, Salary Range between Pay Point 1-3 (pro-rata of \$114,084 – \$118,582 depending on experience plus 11% 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 until Friday 27 June 2025 and may be extended subject to funding.

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

Probity & Compliance Requirements:

- You will be required to work in the office a minimum of 2 days per week as part of your contracted hours.
- Current consent to check and release National Police Record with a satisfactory outcome.
- All WDV employees are required to provide a COVID certificate showing that they are fully vaccinated (minimum of 2 vaccinations) 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:

- Leading the funded policy and program teams and building their capacity to support the CEO, Staff and Board in the delivery of the strategic and operational plans.
- Contributing expertise and leadership across the organisation towards the achievement of WDV's strategic priorities.

KEY RESPONSIBILITIES

Develop and maintain collaborative partnerships and strategic relationships.

- Work closely with the CEO to develop and maintain constructive relationships across government to effectively position WDV as an advocacy organisation.
- Take a lead role in developing partnerships that work to redress the gendered and structural inequities that limit the lives of women with disability.
- Establish and maintain other collaborative partnerships that assist in meeting the goals, objectives and strategic priorities of WDV.
- Work with managers and staff to develop, implement and monitor an engagement plan that articulates with the organisational engagement strategy.

Support WDV's advocacy to advance social and economic inclusion for women with disabilities in Victoria.

- Work closely with the CEO, leadership and communications teams to develop an advocacy strategy that outlines annual goals and actions to engage those with the resources to influence outcomes.
- Exercise effective representation, strategic communication and advocacy on the health, safety and inclusion of women with disabilities.
- Optimise opportunities to influence current and future public policy and program delivery as it impacts on women with disabilities.
- Engage with policy and funding bodies and other strategic partners to advocate for initiatives that advance social and economic inclusion of women with disabilities.

Provide leadership to shape the future direction and enhance sustainability of WDV's work.

- Contribute to the development and implementation of WDV's strategic plans.
- Identify internal and external risks and opportunities, providing recommendations to support WDV's ability to achieve growth and sustainability.
- Collaborate with the Director - Business Operations to identify current and emerging trends that impact on joint areas of responsibility.

- Collaborate with the Senior Policy Officer and other WDV colleagues to identify current and emerging trends and support programmatic and policy responses to those trends.

Oversee the development and delivery of high quality, evidence-based programs and policy initiatives.

- Oversee the implementation of the funded health, workforce development and community inclusion programs.
- Provide oversight of program budgets in line with operational goals and agreed deliverables.
- Work closely with the CEO and leadership team to identify funding opportunities that enhance the capacity of WDV to meet its strategic goals.
- Support managers and staff to pursue opportunities for project and program funding through grant submissions and the like.
- Provide leadership in ensuring programs are compliant with key organisational, legislative and funding body standards and requirements, including reporting and evaluation.

Provide effective human resource management for the PACE leadership team, fostering a collaborative culture in line with organisational values.

- Recruit and induct direct reports.
- Engage in and provide regular supervision to direct reports tailored to their professional and programmatic support needs.
- Undertake regular reviews and annual performance development and action planning of direct reports to encourage their professional development.
- Ensure concerns about staff performance and/or behaviour are dealt with in a timely manner, supporting staff to improve performance and/or resolve any concerns.
- Lead and engage in activities and behaviours that actively promote a positive workplace culture in line with WDV's values and strategic priorities.

Provide effective leadership to ensure collaboration and integration across and between WDV programs.

- Oversee the development and implementation of organisation-wide initiatives and events to enhance reciprocal engagement with our members.
- Build, lead and actively participate in cross-program initiatives to facilitate links within and between teams and the whole organisation.
- Actively work to progress organisational continuous quality improvement and risk management frameworks.
- Oversee the continued development of a reflective learning organisation committed to strategic and operational planning, setting performance objectives, professional development, policy development and review, evaluation, risk identification and risk management.
- Act as a key member of the WDV executive team, supporting the CEO and acting in the role of CEO as required from time to time.

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 data as appropriate.
- Adhere to WDV file saving protocols and use WDV SharePoint and employee OneDrive cloud-based document management system.
- Have an 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
- 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 or attending conference or events
 - 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:

- Provide operational performance reporting to the CEO and executive team.
- Ensure provision of timely and accurate strategic performance and risk reporting to the CEO and Board.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

- This position reports to the CEO and works closely with the Director of Business Operations, and in collaboration with all WDV staff.
- Program Managers and the Senior Policy Officer report to this position.

External Relationships

- Build and maintain effective relationships with key stakeholders, funding bodies and strategic partners.

KEY SELECTION CRITERIA

Please address each KSC individually. Your application will only be considered if you respond to all KSC.

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Tertiary qualifications in public health, public policy, community development or a related discipline, with post-graduate qualifications in these areas highly regarded.
3. Extensive leadership in supervising and leading teams for the successful achievement of strategic goals and continued development of a healthy workplace culture.
4. Demonstrated understanding and working knowledge of government policies as they relate to disability, health, and gender equity.
5. Exceptional skills in stakeholder management and the ability to develop effective and collaborative working relationships.
6. Demonstrated understanding of the social determinants of disability, health, gender equity and intersectional feminism.
7. Ethics, integrity and excellent interpersonal and high-level communication skills that support the capacity to lead, inspire and develop staff, and promote and represent WDV.
8. Effective program management experience, including the development and monitoring of standards and budgets.
9. Highly developed conceptual and analytical skills and the ability to write high-level reports and submissions.
10. Lived experience of disability is essential.

Social and Community Service Employee Levels

You can find a copy of the WDV Classification Structure on employee salary levels attached to the job advertisement on our website.

For further details about the position, please contact Vikki Cummings, HR Manager at recruitment@wdv.org.au

PD Approved: March 2023