

POSITION DESCRIPTION

Senior Policy and Research Officer Part-time (0.8 FTE) 2 Year Contract June 2024 – June 2026

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

EMPLOYMENT CONDITIONS

Classification: **WDV Enterprise Agreement 2022**

Based on the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2023.

Level 5, Salary range between Pay Point 1 - 3 (pro-rata of \$94,113 - \$98,373 depending on experience) based on the Women with Disabilities Victoria Enterprise Agreement 2022 plus Superannuation and Salary Packaging available.

Hours of Work: 0.8 FTE (60.40 hours per fortnight)

Tenure: This position is from the date of appointment until Friday 26 June 2026 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 supporting the Director of Policy, Advocacy and Community Engagement (PACE) and undertaking policy and research activities that align with the priorities identified in WDV's Strategic Plan.

WDV's current 2021-2024 Plan is focused on three strategic priorities:

1. Prevent and respond to violence and abuse against women with disability.
2. Making the NDIS relevant and responsive to women with disability.
3. Promoting access to health services for women with disability.

The Senior Policy and Research Officer will play a lead role in ensuring our work is relevant and inclusive of non-binary and trans people with disability who we intend to serve, under a broadly defined remit of 'women'.

KEY RESPONSIBILITIES

Support the Director of PACE

- Keep-up-to-date with and provide timely written briefings to the Director on:
 - Developments in disability reforms, especially in relation to the Disability Royal Commission (DRC) and NDIS.
 - Victorian disability policy.
 - State-based Victorian issues effecting women with disability.
- Attend relevant meetings, take minutes and follow up action items.
- Support project management and administration of research and policy activities.
- Copyediting formal communications, as directed.

Support WDV's Responses to Disability Reform

- Develop and maintain a broad understanding of NDIS reform issues and DRC implementation plans.
- Substantively contribute to drafting new WDV policy submissions and position statements.
- Undertake research and prepare written briefings to inform WDV's consultation work.
- Develop Plain English and/ or Easy English 'position statements' from WDV articles and submissions.

Support WDV's Systemic Advocacy and Strategic Partnerships

- Undertake qualitative research tasks as needed to inform evidence-based policy.
- Draft correspondence and communications for external stakeholders.
- Assist with the development of resources and e-learns as required.
- Make representations on behalf of WDV at key government and community fora, when required.
- Provide specialist advice to support policy and research related representations made by other WDV staff, as directed.
- Foster cross-sector capacity building and partnerships to respond to WDV priority areas in policy and research.

Support Organisational Policy, Member Research and Engagement

- Play a leading role in:
 - developing WDV's mechanisms for engagement with gender diverse/ trans and non-binary people with disability.
 - progressing organisational policy and approaches to gender diversity.
- Analyse de-identified member survey data and prepare research reports for key stakeholders.
- Engage with members to ensure our policy work and representations are informed by their lived experience.

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.
- 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 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 Director of Policy, Advocacy and Community Engagement.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

- Work collaboratively with the Research and Evaluation Lead and Policy Lead.
- The position will work in collaboration with all members of the WDV staff.

External Relationships

- Progress strategic directions by building and maintaining relationships with allied organisations and Commonwealth, State and local government stakeholders.

Application Instructions

These four documents must be provided as part of your application:

1. A current CV.
2. **ONE** sample of **published** writing.
This could be a media article, high level report, a submission, policy / position paper or a peer reviewed journal article.
 - Please attach a copy with your application **and** provide the link to access it online.
 - If it is co-authored and you are not the lead or senior author, please provide a short explanation of how you contributed to the development of the piece.
3. In **no more than 600 words**, prepare a short briefing paper on **ONE** of the following topics:
 - How did the [NDIS Review](#) address gender?
 - How did the [Disability Royal Commission](#) address gender?
 - Provide an outline for WDV's organisational submission into the [Victorian Inquiry into Women's Pain](#) that centres the experiences of women with disability.
4. In **no more than 250 words**, provide a short statement that describes your understanding of social constructionist approaches to gender and why you would be a good fit for WDV.

Please note:

- Shortlisted candidates will need to be available for in-person interviews (Melbourne CBD location) on 22nd May.
- There is no need to provide a cover letter to apply for this role.
- Please provide only **ONE** sample of published writing.
- Please provide only **ONE** 600 word briefing paper. Do not try to address all three topics in under 600 words or prepare three separate briefing papers on each topic.
- Any documents provided outside of the CV, sample of published writing, briefing paper and short statement will **not** be considered as part of the application.
- The selection criteria below outline how applications will be assessed. There is no need to provide a separate document with individual responses to the selection criteria.

SELECTION CRITERIA

Essential

1. Tertiary qualifications in Sociology/ Social Sciences, Politics/ Policy or another relevant discipline.
2. An understanding of policy and human rights issues through a social constructionist approach to gender.
3. Demonstrated foundational knowledge in WDV's three strategic priority areas (violence prevention, gendered NDIS issues, accessible healthcare).
4. Demonstrated understanding of inequalities impacting women with disability, and the drivers of violence against women with disability.
5. Proven ability to comprehend complex issues, think strategically and distil long policy texts / announcements into timely and succinct written briefings.
6. Demonstrated research skills in collecting, analysing, evaluating and synthesising data to support advocacy work.
7. Attention to detail and demonstrated skills in technical writing, including high level reports, submissions, policy and position papers or peer reviewed journal articles.
8. Proven ability to communicate with influence with a range of audiences with diverse communication styles.
9. Proven ability to manage competing priorities and to work within deadlines.
10. Capacity to work effectively within a team environment including workplace teams, committees and project groups.

Highly regarded

1. Lived experience: identifying as a woman (cisgender or transgender) or non-binary person with disability.
2. Specific experience in violence **response**, as it relates to women and non-binary people with disability.

Social and Community Service Employee Levels

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

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

PD Approved: 3 April 2024