

<b>Title</b>	<b>Health Promotion Officer &amp; Training Coordinator</b>
<b>Classification</b>	WHV Enterprise Agreement 2018, Level 3 Classification
<b>Team</b>	Policy and Health Promotion Team
<b>Work location</b>	Level 8, 255 Bourke St, Melbourne
<b>Employment type</b>	Full-Time (38 hours per week), Fixed-Term for 12 months (Parental Leave Position)
<b>Annual Salary</b>	\$76,076
<b>Position reports to</b>	Policy and Health Promotion Manager
<b>Date Approved</b>	December 2017

#### 1. POSITION TITLE

Health Promotion Officer & Training Coordinator

#### 2. DATE APPROVED

December 2017

#### 3. POSITION HOURS, EMPLOYMENT STATUS AND LOCATION

This position is a parental leave position. It is full-time, working 38 hours per week, for 12 months. The position is based at 255 Bourke St, Melbourne.

#### 4. ORGANISATIONAL ENVIRONMENT

Women's Health Victoria (WHV) is an independent statewide women's health promotion, information and advocacy service. Our vision "women living well: healthy, empowered and equal". We collaborate with health professionals, policy makers and community organisations to influence and inform health policy and service delivery for women. We use a social model of health and are committed to reducing poor health outcomes which arise from social, economic and environmental determinants, including gender inequality. By incorporating a gendered approach to health promotion, we aim to reduce inequality and improve health outcomes for women.

WHV's strategic priorities for 2015-2018 are:

- prevention of violence against women;
- sexual and reproductive health;
- cancer;
- mental health;
- healthy and active living; and
- gender equity.

#### 5. POSITION OBJECTIVES

- 5.1 Develop and deliver training programs, workshops and forums for policy makers, planners and health service providers, as well as workplace-based training and development programs.
- 5.2 Research, design and deliver relevant information resources (tools, guides etc.) supporting WHV's objectives.

- 5.3 Facilitate opportunities to influence change for women's health and work with other organisations to improve health outcomes for women in the context of a feminist framework.
- 5.4 Support the work of WHV by maintaining a feminist approach to health promotion and training for all priority health areas.
- 5.5 Contribute to the development of the Policy and Health Promotion Team, WHV's Strategic Planning and the Integrated Health Promotion Plan.

## **6. KEY RESPONSIBILITIES**

### **6.1 Training and capacity building**

- 6.1.1 Plan, design and deliver training programs relevant to WHV's statewide role, including in relation to gender equity/gender analysis, prevention of violence against women, and other women's health issues.
- 6.1.2 Maintain, update and tailor WHV's workplace-based primary prevention of violence against women program, *Take a Stand*.
- 6.1.3 Coordinate training program delivery and manage relationships with stakeholders, clients, partners, external facilitators and potential clients and partners.
- 6.1.4 Research and design relevant resources (tools, guides etc.) to support WHV's training program.
- 6.1.5 Promote WHV's training program to potential stakeholders/clients and partners, including workplaces.

### **6.2 Health promotion**

- 6.2.1 Contribute to the delivery of the Integrated Health Promotion Plan and the WHV Strategic Plan.
- 6.2.2 Design and develop information resources in WHV's priority health areas, including tailoring resources to meet the needs of particular groups e.g. young people, health professionals.
- 6.2.3 Develop and use networks to expand the use of WHV products to support improved health promotion practice, understanding of the health impacts of gender, and application of a gender analysis framework.
- 6.2.4 Contribute to ongoing review of documents and information resources to identify gaps and emerging issues, taking carriage to develop training modules.
- 6.2.5 Contribute to increased understanding of health promotion within the organisation, with partner organisations and other priority stakeholders.

### **6.3 Knowledge translation**

- 6.3.1 Translate high level research into accessible information resources aimed at building the knowledge and understanding of different audiences and sectors.
- 6.3.2 Use health promotion expertise to respond to internal and external information requests.
- 6.3.3 Contribute to the organisation's current awareness and environmental scanning by identifying emerging issues or trends including new research.

### **6.4 Service development, monitoring and evaluation**

- 6.4.1 Contribute to WHV's Integrated Health Promotion Plan development and reporting.
- 6.4.2 Contribute to monitoring and evaluation of service components.
- 6.4.3 Contribute to opportunities to secure additional resources through grants, tenders and fee-for service training delivery.
- 6.4.4 Contribute to continuous improvement of WHV's training program and new training and workforce development initiatives.
- 6.4.5 Help build WHV's reputation and stakeholder engagement by reporting on the organisation's achievements through newsletters or any other communication tools.

## **6.5 Responsibilities carried out by all staff**

- 6.5.1 Promote WHV and its programs.
- 6.5.2 Participate in WHV strategic and operational planning processes.
- 6.5.3 Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others.
- 6.5.4 Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
- 6.5.5 Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.
- 6.5.6 Undertake other duties as directed.
- 6.5.7 Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes.
- 6.5.8 Contribute to the promotion of a positive workplace culture, aligned with WHV's values and principles.
- 6.5.9 Work within organisational policies, procedures and Enterprise Agreement.
- 6.5.10 Support and be accountable for maintenance of a safe working environment.

## **7. ORGANISATIONAL RELATIONSHIPS**

### **7.1 Internal**

- 7.1.1 Contribute to the culture of the decision making processes incorporating co-operation, collaboration and shared accountability with other staff and WHV Board members.
- 7.1.2 Work in close collaboration with WHV's Policy and Health Promotion Manager and other members of the Policy and Health Promotion Team.

### **7.2 External**

- 7.2.1 Policy makers, planners and health service providers, WHV partner organisations including other community organisations, existing and potential client organisations for training including workplaces, relevant Government departments and agencies.

## **8. ACCOUNTABILITY**

Accountable for delivering the position objectives and the position performance measures as agreed annually.

## **9. EXTENT OF AUTHORITY**

- 9.1.1 Within the scope of the position, engage and/or supervise support staff and/or volunteers/ students as required from time to time.
- 9.1.2 Expenditure within agreed budget as directed by your manager.

## **10. SALARY**

WHV Enterprise Agreement 2018 conditions and salary apply. The position is classified as a Level 3 with a salary of \$76,076 p.a. In addition, employer superannuation guarantee and access to salary packaging applies.

## **11. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION**

WHV Enterprise Agreement 2018. Level Three Classification definition is as follows:

- 11.1.1 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 individual and for a defined function may be involved. The work of others may be supervised or teams guided or facilitated.
- 11.1.2 Work involves the exercise of a degree of autonomy and may involve the control of projects or programmes. Solutions to problems can generally be found in documented techniques,

precedents and guidelines or instructions. Assistance is available when required.

- 11.1.3 Competency at this level involves the self-directed development of knowledge with broad knowledge across a number of areas and/or mastery of a specialised area with a range of skills.
- 11.1.4 Competencies are normally used independently and may be non-routine.
- 11.1.5 Judgement and discretion is required in dealing with clients, services, operations and processes.

## **12. ENTERPRISE AGREEMENT LEVEL 3 COMPETENCIES FOR THIS POSITION**

- 12.1.1 Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- 12.1.2 Ability to set individual work area objectives and clarify client needs and expected results. The people, funds, materials and equipment needed to carry out this work are identified and set down in an action plan. Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- 12.1.3 Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
- 12.1.4 Ability to identify, gather, analyse and apply information to achieve goals of the work area. Ability to present information in a way which is understandable to an audience and identifies options and recommends appropriate action.
- 12.1.5 Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- 12.1.6 Ability to achieve personal goals in the workplace and career progression. Feedback is sought on work performance and strategies for improvement are implemented. Honest and ethical behaviour is applied with clients and colleagues.

## **13. SELECTION CRITERIA**

### **13.1 Mandatory**

- 13.1.1 Tertiary qualifications in health promotion, gender studies, community development, public health practice, and/or training with at least 5 years of experience.
- 13.1.2 Demonstrated experience designing and delivering training.
- 13.1.3 Demonstrated understanding of and ability to communicate feminism and gender issues.
- 13.1.4 Highly developed communication and interpersonal skills, including excellent verbal and written communication skills.
- 13.1.5 Demonstrated experience in planning and evaluation processes.
- 13.1.6 Well developed research and analytical skills.
- 13.1.7 Demonstrated ability to network and develop strategic relationships.
- 13.1.8 Proven ability to work independently, manage competing priorities, and work effectively in a team environment.

### **13.2 Desirable**

- 13.2.1 Certificate 4 in Training & Assessment.
- 13.2.2 Experience delivering gender equity and/or prevention of violence against women training and programs.
- 13.2.3 Experience in developing corporate partnerships and/or generating sponsorship opportunities.
- 13.2.4 Post-graduate qualifications.

## **To Apply**

Applications can be made by submitting a cover letter, resume and responses addressing the Selection Criteria outlined in section 13 of this position description. Send applications to:

Mischa Barr

Policy & Health Promotion  
Manager

Women's Health Victoria  
GPO Box 1160, Melbourne 3001

or

via email at  
[whv@whv.org.au](mailto:whv@whv.org.au)

For any queries, please call Mischa Barr on (03) 9664 9309.

**Applications close at 12pm on Wednesday 17 January 2018.**

Please note: Interviews are expected to be held on Tuesday 30 January.

Applications in confidence.

WHV Equal Opportunity Exemption No. H102/2014