

<b>Title</b>	Senior Data Analyst and Project Officer (fixed term, part-time)
<b>Classification</b>	WHV Enterprise Agreement 2018 Level 4 Classification
<b>Team</b>	Policy & Health Promotion / 1800 My Options
<b>Work location</b>	Level 8, 255 Bourke St, Melbourne
<b>Employment type</b>	0.5 EFT, fixed-term until 30 June 2024
<b>Position reports to</b>	Policy, Health Promotion and Advocacy Manager
<b>Date Approved</b>	12 January 2024

## 1. ORGANISATIONAL ENVIRONMENT

Women's Health Victoria (WHV) is a state-wide women's health promotion, advocacy and support service with a proud history of 30 years. We are an independent, feminist, not-for-profit organisation. We advocate for gender-transformative health systems that reduce inequalities and improve health outcomes for women (cis and trans inclusive) and gender diverse people, and all people impacted by feminist health issues.

We collaborate with women, health professionals, researchers, policy makers, service providers and community organisations. Our health promotion, information and support programs work with and for women using an intersectional lens, to identify and respond to service gaps and health inequalities in innovative ways.

The organisational structure comprises five portfolio areas that all contribute to achieving the goals and priorities set out in the [WHV Strategic Plan 2018-2023](#). This includes the Policy, Health Promotion and Capacity Building Unit; 1800 My Options phone line and information service; Counterpart peer support service for women with cancer; Business Services; and Brand, Marketing & Communications.

Our board members, staff and volunteers work to a values-based code of conduct, which sets expectations about our leadership and integrity; our belief in empowerment of others; our belief in equality of opportunities and rights; and our feminist commitment to women's equality and to challenge gender norms, practices, and structures.

The Policy, Health Promotion and Capacity Building Unit (PHP&CB Unit) plays a key role in the delivery of the WHV strategic plan, particularly strategic objectives one to three, working across the priority focus areas of mental health, sexual and reproductive health (SRH), prevention of violence against women (PVAW) and gender equality (GE) portfolios. The unit is made up of two work streams (Policy, Health Promotion and Advocacy; Gender Equity and Capacity Building) with individual managers responsible for key priority projects in focus areas, budgets and staff management within their teams, while supporting/sharing cross-unit activities to achieve objectives.

1800 My Options is a free, confidential and pro-choice phonenumber and website service delivered by Women's Health Victoria. 1800 My Options provides information and pathways to contraception, pregnancy options (including abortion care) and sexual health services in Victoria. A team of Senior Information and Resource Officers are responsible for the day-to-day delivery of the 1800 My Options phone line and web-based information service.

## **2. POSITION OVERVIEW**

The Senior Data Analyst and Project Officer is responsible for leading a project to undertake analysis for and write up a suite of reports on Victorian abortion and sexual and reproductive health (SRH) access data based on 1800 My Options, the Victorian Women's Health Atlas, key informant interviews and other relevant data sources from 2017/18 to 2022/23. While the role formally reports to the PHPA Manager, the role will work across both the PHPA team (responsible for the Atlas) and 1800 My Options team, and the 1800 My Options Manager will provide project-related co-supervision.

## **3. OBJECTIVES**

- 3.1 Analyse and report on trends and key issues in abortion and SRH access in Victoria from 2017/18 – 2022/23.
- 3.2 Support the planning and organisation of the report launch event.

## **4. KEY RESPONSIBILITIES**

- 4.1 **Analyse and report on trends and key issues in abortion and SRH access in Victoria from 2017/18 – 2022/23**
  - 4.1.1 Analyse and compare 1800 My Options call data, Victorian Women's Health Atlas medication abortion and other SRH access data (e.g., Long-Acting Reversible Contraception), key informant interviews and other relevant data sources to identify trends and key issues in abortion and SRH access at a statewide and regional level.
  - 4.1.2 Write a series of 10 reports (1 statewide and 9 regional).
- 4.2 **Support the planning and organisation of the report launch event**
  - 4.2.1 Assist with report launch event planning.
  - 4.2.2 Assist with report launch event implementation.

## **5. Responsibilities carried out by all staff**

- 5.1.1 Promote WHV and its programs.
- 5.1.2 Problem solve day to day issues as they arise.
- 5.1.3 Participate in WHV strategic and operational planning processes as appropriate.
- 5.1.4 Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others.
- 5.1.5 Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
- 5.1.6 Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.
- 5.1.7 Undertake other duties as directed.
- 5.1.8 Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes.
- 5.1.9 Work within the organisational policies, procedures, and Enterprise Agreement.
- 5.1.10 Support and be accountable for maintenance of a safe working environment.
- 5.1.11 Actively contribute to the organisational culture by modelling the code of conduct and values and participating in activities to strengthen cultural diversity and inclusion including the Reconciliation Action Plan (RAP).

**6. ORGANISATIONAL RELATIONSHIPS**

**6.1 Internal**

- 6.1.1 Work in close collaboration with Manager Policy, Health Promotion and Advocacy, Manager 1800 My Options, and other members of the PHPA and 1800 My Options teams.
- 6.1.2 Contribute to the culture of decision-making processes incorporating co-operation, collaboration and shared accountability with other staff.

**6.2 External**

- 6.2.1 Relevant federal, state and local government departments and agencies; regional women’s health services; peak bodies; project partners; health and social services providers and community organisations; funding bodies; researchers and research bodies; media
- 6.2.2 Active contribution to maintaining and furthering the good reputation of WHV.

**7. ACCOUNTABILITY**

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

**8. EXTENT OF AUTHORITY**

- 8.1 Within the scope of the position, engage and/or supervise support staff and /or volunteers/students as required from time to time.
- 8.2 Expenditure within agreed budget.

**9. SALARY**

This is a part-time Level 4 position, with a salary of \$107,072 p.a. pro rata.  
WHV Enterprise Agreement 2018 conditions and salary apply. In addition, employer superannuation guarantee and access to salary packaging (conditions may apply).

**10. [WHV ENTERPRISE AGREEMENT](#)**

For more information about WHV employment classification structure and competencies please go to:

Appendices Appendix A - Classification Structure

1.2.1 Classification definitions: page 79

1.2.2 Classification competencies: page 82

**11. SELECTION CRITERIA**

**11.1 Essential**

- 11.1.1 A commitment to and understanding of intersectional feminist values and practices, particularly in relation to sexual and reproductive health and rights and the social model of health.
- 11.1.2 Proficiency in data analysis software, such as R, as well as with Excel and MS Office suite.
- 11.1.3 Demonstrated experience leading quantitative research projects, including design, implementation and preparation of written reports.
- 11.1.4 Highly developed technical skills in processing, analysis, interpretation and presentation of health data.
- 11.1.5 Demonstrated ability to translate technical information and data analysis findings into appropriate resources for policy and advocacy purposes.
- 11.1.6 Understanding of the social determinants of health and impact on a person’s health experiences across the lifespan, particularly for women and underserved communities.
- 11.1.7 Excellent writing skills.

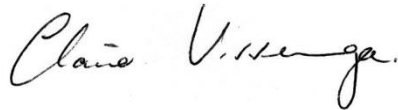
11.1.8 Understanding of the sensitivity of working with data relating to abortion and contraception access.

11.2 **Desirable**

11.2.1 Understanding / experience of Australian health system structure, models and design; familiarity with the sexual and reproductive health sector and gaps in SRH datasets

11.2.2 PowerBI proficiency (building dashboards)

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**Approved:**

Claire Vissenga – Acting CEO

**Date:** 12/01/2024

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**To Apply**

Applications can be made online at <https://womenshealthvic.com.au/job-vacancies> and submitting a **cover letter**, **resume** and responses to the **key selection criteria** (maximum two pages).

If you have any technical issues, please email [jobs@whv.org.au](mailto:jobs@whv.org.au)

For any questions relating to this position, please contact:

**Kate Johnston-Ataata**

Manager, Policy, Health Promotion and Advocacy

[kate.johnston-ataata@whv.org.au](mailto:kate.johnston-ataata@whv.org.au)

Ph 03 9664 9302

Applications close **10pm, Sunday 28 January 2024.**

Interviews will be held on Wednesday 31 January and Thursday 1 February 2024 and the successful candidate will commence as soon as possible.

WHV EO Exemption No. H351/2019