

Title	Senior Policy and Advocacy Officer
Classification	WHV Enterprise Agreement 2018 Level 4 Classification
Team	Policy & Health Promotion Team
Work location	Level 8, 255 Bourke St, Melbourne
Employment type	Ongoing, Full-Time, 38 hours per week (1.0 FTE)
Position reports to	Policy and Health Promotion Manager
Salary	\$96,794pa
Date Approved	September 2021

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 over 25 years. We are an independent, feminist, not-for-profit organisation. We advocate and build system capacity for a gendered approach to health that reduces inequalities and improves health outcomes for women.

WHV's organisational structure comprises five teams who all contribute to achieving the goals set out in the WHV Strategic Plan 2018-2023. These are: Policy and Health Promotion, responsible for leading WHV's policy, research and advocacy activities; Workforce Development, responsible for implementing our training and capacity building model; 1800 My Options sexual and reproductive health phone line and information service; Counterpart, our peer support service for women with breast or a gynaecological cancer; and Business Services.

The role of the Senior Policy and Advocacy Officer is to lead policy, advocacy, research and knowledge translation activities across WHV's priority areas including sexual and reproductive health, the prevention of violence against women, mental health and women's equality. The role also supervises a small but highly productive policy, research and data team and supports the Policy and Health Promotion Manager to deliver priorities within WHV's strategic plan.

2. POSITION OBJECTIVES

- 2.1** Lead policy and advocacy activities to influence positive change for women's health and equality;
- 2.2** Lead research and knowledge translation activities to build and communicate the evidence for women's health and equality;
- 2.3** Draw on research and evidence to develop and implement policy and health promotion initiatives to drive system change and empower women;
- 2.4** Establish and maintain constructive relationships with key internal and external stakeholders to improve women's health and equality; and
- 2.5** Supervise a small team of policy and research staff.

3. KEY RESPONSIBILITIES

- 3.1 Lead policy and advocacy activities to influence positive change for women's health and equality**
 - 3.1.1** Lead the drafting of policy submissions to respond to government priorities, including undertaking research and analysis and formulating recommendations;
 - 3.1.2** Use critical thinking to identify strategic opportunities to proactively influence change in legislation, policy, practice and service delivery to improve health outcomes for Victorian women, using a feminist social model of health;
 - 3.1.3** Develop and implement advocacy approaches to drive WHV's policy priorities; and

- 3.1.4 Work in partnership with relevant stakeholders to further organisational policy and advocacy priorities and campaigns.
- 3.2 Lead research and knowledge translation activities to build and communicate the evidence for women's health and equality**
 - 3.2.1 Maintain a current understanding of key developments in research and evidence across WHV's priority areas;
 - 3.2.2 Develop research papers and summaries in emerging and neglected areas of women's health and equality; and
 - 3.2.3 Translate and communicate research findings into policy, advocacy and health promotion opportunities.
- 3.3 Draw on research and evidence to develop and implement policy and health promotion initiatives to drive system change and empower women**
 - 3.3.1 Oversee the continued development, implementation, evaluation and reporting of health promotion projects, including the Victorian Women's Health Atlas and the Labia Library;
 - 3.3.2 Identify and pursue funding and partnership opportunities to advance WHV's strategic priorities; and
 - 3.3.3 Coordinate the development, implementation and evaluation of discrete policy and health promotion projects as they arise.
- 3.4 Establish and maintain constructive relationships with key internal and external stakeholders to improve women's health and equality**
 - 3.4.1 Develop and maintain relationships with key government and sector stakeholders across WHV's priority areas;
 - 3.4.2 Participate on key internal and external committees and working groups related to WHV's key priority areas as agreed with the Policy & Health Promotion Manager; and
 - 3.4.3 Identify and pursue opportunities for stakeholder engagement, collaboration and influence to increase the uptake of evidence-based approaches for improving women's health.
- 3.5 Supervise a small team of policy and research staff**
 - 3.5.1 Supervise a small team of policy and research staff (as well as students and volunteers from time to time), including translating WHV's Strategic Plan and Integrated Health Promotion Plan (funding agreement) into team and individual workplans;
 - 3.5.2 Support the performance and professional development of team members, including through annual implementation of the Staff Development Scheme;
 - 3.5.3 Ensure team members' health and wellbeing is supported through regular review of workloads and work planning, especially during COVID-19;
 - 3.5.4 Ensure active involvement of team members in program evaluation and quality improvement processes.
- 3.6 Contribute to a high performing team and organisation**
 - 3.6.1 Work with the Communications Coordinator to manage media inquiries and support social media planning;
 - 3.6.2 Contribute to Board and Task Group (sub-committee) activities including drafting briefing papers;
 - 3.6.3 Contribute to the ongoing implementation and review of WHV's Strategic Plan and Integrated Health Promotion Plan; and
 - 3.6.4 Contribute to the development of WHV's annual State Budget submission and associated advocacy.
- 4. Responsibilities carried out by all staff**
 - 4.1.1 Promote WHV and its programs.
 - 4.1.2 Problem solve day to day issues as they arise.
 - 4.1.3 Participate in WHV strategic and operational planning processes.
 - 4.1.4 Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others.
 - 4.1.5 Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.

- 4.1.6 Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.
- 4.1.7 Undertake other duties as directed.
- 4.1.8 Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes.
- 4.1.9 Work within the organisational policies, procedures and Enterprise Agreement.
- 4.1.10 Support and be accountable for maintenance of a safe working environment.
- 4.1.11 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).

5. ORGANISATIONAL RELATIONSHIPS

5.1 Internal

- 5.1.1 Works in close collaboration with the Policy & Health Promotion Manager;
- 5.1.2 Provides day-to-day direct supervision of staff, students and volunteers within the Policy & Health Promotion team;
- 5.1.3 Works closely with other teams (in particular, *1800 My Options* and Workforce Development Teams) on shared priorities.

5.2 External

- 5.2.1 Engages with 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.
- 5.2.2 Actively contributes to establishing and maintaining the good reputation of WHV.

6. ACCOUNTABILITY

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

7. EXTENT OF AUTHORITY

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

8. SALARY

\$96,794pa WHV Enterprise Agreement 2018 conditions and salary apply. In addition, employer superannuation guarantee and access to salary packaging (conditions may apply).

9. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION

WHV Enterprise Agreement 2018. Level 4 Classification definition is as follows:

- 9.1 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 work of others and/or for a defined specialist function or functions may be involved.
- 9.2 Work involves the exercise of a degree of autonomy with delegated authority to operate within broad organisational guidelines. The selection of methods and techniques is based on sound judgement. The work generally involves the management of major projects and/or functions. Solutions to problems can generally be found in documented techniques, precedents or instructions. Advice would not necessarily be available within the organisation.
- 9.3 Competency at this level involves the self-directed development of knowledge with substantial depth across a number of areas and/or mastery of a specialised area with a range of skills. Application is to major functions in either varied or highly specific contexts.

- 9.4 Competencies are normally used independently and are substantially non- routine. Significant judgement is required in planning, design, technical or supervisory functions related to products, services

10. ENTERPRISE AGREEMENT LEVEL 4 COMPETENCIES FOR THIS POSITION

- 10.1 Ability to use knowledge of legislation, policies and procedures of the Service to identify risk, opportunities and strategic issues for the future.
- 10.2 Ability to use strategic and operational planning processes to set goals, develop plans and objectives having regard for both the current and future directions of the service.
- 10.3 Ability to allocate work flexibly to people, and lead and motivate staff performance. Training needs are identified and appropriate training is provided to staff being supervised. Personnel management records are maintained in line with recognised practices.
- 10.4 Ability to identify and assess client needs, negotiate and liaise with clients and market the product or service.
- 10.5 Ability to implement, monitor and evaluate work plans so that work conforms to prior estimates and costs. Materials, services and equipment are acquired and work-in-progress is regularly checked. Any necessary variations are incorporated and these are advised to staff and management. Progress reports are provided to clients and other interested parties.
- 10.6 Ability to exercise initiative by identifying potential problems and developing appropriate solutions.
- 10.7 Ability to cost work, prepare estimates and provide this information to clients. Material and suppliers are identified and prices are negotiated.
- 10.8 Ability to anticipate and assess the impact of change and create and foster an awareness of the opportunity for change and an environment conducive to change.
- 10.9 Ability to recognise and apply strengths and address areas for development. Demonstrate integrity and apply ethical practices, As well as demonstrate self organisation and a high degree of personal accountability.

11. SELECTION CRITERIA

11.1 Essential

- 11.1.1 A relevant tertiary or postgraduate qualification (for example, social/public policy; public health; gender studies; law);
- 11.1.2 A minimum of five years' experience in policy, advocacy and research;
- 11.1.3 Strong analytical and conceptual skills, with demonstrated ability to translate research and data to deliver evidence-based policy, advocacy and health promotion outcomes;
- 11.1.4 Highly developed oral communication and writing skills, with demonstrated experience writing research reports, policy analysis, briefing papers and submissions, and ability to translate complex policy ideas for different audiences;
- 11.1.5 A high level of initiative and ability to drive work independently, including ability to proactively identify opportunities to improve women's health and wellbeing;
- 11.1.6 Demonstrated experience in developing and maintaining strategic stakeholder relationships;
- 11.1.7 Demonstrated understanding of the social determinants of health and a feminist model of health;
- 11.1.8 Proven ability to successfully manage concurrent projects and competing priorities within deadlines.

11.2 Desirable

- 11.2.1 Expertise and/or relevant experience in women's health, sexual and reproductive health, prevention of violence against women and/or gender equity;
- 11.2.2 A demonstrated understanding of policy and political environments, structures and processes;
- 11.2.3 Experience leading successful advocacy campaigns and community campaigning approaches that achieve influencing objectives.

Approved: _____


Dianne Hill - CEO

Date: September 2021

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**.

If you have any technical issues, please email jobs@whv.org.au

For any questions relating to this position, please contact:

Mischa Barr
Policy & Health Promotion Manager
mischa.barr@whv.org.au
Ph 9664 9309

Applications close **midnight, Sunday 26 Sep 2021**

WHV EO Exemption No. H351/2019