

Title	Senior Policy and Health Promotion Officer
Classification	Level 4, WHV Enterprise Agreement 2018
Team	Policy and Health Promotion Team
Work location	Based at 255 Bourke St, Melbourne
Employment type	Ongoing, Full-Time (38 hours per week) (1.0 FTE)
Salary Range	\$89,964
Position reports to	Policy and Health Promotion Manager
Further information	Mischa Barr, Manager

1. DATE APPROVED

August 2019

2. POSITION

Senior Policy and Health Promotion Officer

3. 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 for a gendered approach to health that reduces inequalities and improves health outcomes for women. Our health promotion, information and support programs work with and for women, to identify and respond to service gaps and health inequalities in innovative ways.

The purpose of the Senior Policy and Health Promotion Officer role is to be responsible for leading research, knowledge translation, and policy and advocacy activities across WHV's priority areas including sexual and reproductive health, the prevention of violence against women, mental health and body image, and women's equality. The role also includes supervision of a small but highly productive policy and data team and supporting the Policy and Health Promotion Manager with the strategic and operational implementation of the Integrated Health Promotion Plan (our service agreement).

4. POSITION HOURS AND EMPLOYMENT STATUS

The position is permanent full time (38 hours per week).

5. POSITION OBJECTIVES:

- 5.1. Influence positive change for women's health using a feminist social model of health and strong gender equity lens
- 5.2. Contribute to the development of a high performing Policy and Health Promotion Team
- 5.3. Lead research, knowledge translation and policy and advocacy activities across WHV's priority areas
- 5.4. Manage and deliver major projects including income generation

6. KEY RESPONSIBILITIES

- 6.1. Influence positive change for women's health using a feminist social model of health and strong gender equity lens
- 6.2. Articulate and apply a clear gender equity lens focusing on women's equality to the development of research, policy, legislative reform, health promotion and service delivery
- 6.3. Work internally and externally to build the capacity of staff, partner organisations and government to embed a gender equity approach focusing on women's equality in the work they do, including the development and delivery of information resources and workshops
- 6.4. In collaboration with others, determine and implement effective strategic opportunities to influence change, having assessed risk, opportunities and strategic issues at the state-wide level
- 6.5. Work in partnership with appropriate agencies to further organisational advocacy priorities and campaigns
- 6.6. **Contribute to the development of a high performing Policy and Health Promotion Team**
 - 6.6.1. Provide high level support and expertise in the development, delivery and evaluation of the Integrated Health Promotion Plan and WHV Strategic Directions
 - 6.6.2. Use strategic and operational planning processes to set goals, develop plans and objectives, having regard for both the current and future directions of the team
 - 6.6.3. Develop high level networks to support the achievement/delivery of WHV's Strategic Directions and health promotion priorities
 - 6.6.4. Support the development of communications approaches and materials, including social media and traditional media content
 - 6.6.5. Supervise, support and develop a small team and supervision and development of other staff and/or volunteers as required.
- 6.7. **Lead research, knowledge translation and policy and advocacy activities across WHV's priority areas**
 - 6.7.1. Identify, research, analyse and make recommendations for policy, legislative reform and improved service delivery in the context of a feminist framework
 - 6.7.2. Maintain a current understanding of key developments in research and evidence across WHV's priority areas
 - 6.7.3. Apply critical thinking to ensure the organisation's timely and strategic response to current social and health policy issues
 - 6.7.4. Identify and pursue strategic, innovative and/or emerging evidence-based policy and health promotion priorities for women's health
- 6.8. **Manage and deliver major projects including income generation**
 - 6.8.1. Identify funding opportunities to advance Women's Health Victoria's strategic priorities, develop funding applications and project plans, and liaise with potential partners.
 - 6.8.2. Coordinate the development, implementation and evaluation of major projects as they arise
- 6.9. **Responsibilities carried out by all staff:**
 - 6.9.1. Promote WHV and its programs
 - 6.9.2. Participate in WHV strategic and operational planning processes
 - 6.9.3. Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others
 - 6.9.4. Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system
 - 6.9.5. Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility

- 6.9.6. Undertake other duties as directed
- 6.9.7. Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes
- 6.9.8. Work within the organisational policies, procedures and Enterprise Agreement
- 6.9.9. Support and be accountable for maintenance of a safe working environment.

11. ORGANISATIONAL RELATIONSHIPS

11.1 Internal

- 1.1.1. Contribute to the culture of the decision-making processes incorporating co-operation, collaboration and shared accountability with other staff and WHV Board members and adherence to the WHV Code of Conduct
- 1.1.2. Work in close collaboration with the Policy and Health Promotion Manager
- 1.1.3. Supervision of staff and volunteers

11.2. External

- 11.2.1. Relevant federal, state and local government departments; other health promotion organisations; funding bodies; national, state and regional research, service delivery and policy bodies; media and community organisations
- 11.2.2. Active contribution to establishing and maintaining the good reputation of WHV

12. ACCOUNTABILITY

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

13. EXTENT OF AUTHORITY

- 13.1 Ongoing supervision of a small team as well as supervision and development of other staff and/or volunteers as required
- 13.2 Expenditure within agreed budget

14. SALARY

The position is classified as a Level 4 and attracts a salary of \$89,964 (Level 4) per annum, depending on experience. WHV Enterprise Agreement 2018 conditions and salary apply. In addition, employer superannuation guarantee and access to salary packaging applies. You may be required to undertake a criminal records check.

15. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION:

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

- 15.1 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.
- 15.2 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.
- 15.3 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.
- 15.4 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

16. ENTERPRISE AGREEMENT LEVEL 4 COMPETENCIES FOR THIS POSITION:

- 16.1 Ability to use knowledge of legislation, policies and procedures of the Service to identify risk, opportunities and strategic issues for the future.
- 16.2 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.
- 16.3 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.
- 16.4 Ability to identify and assess client needs, negotiate and liaise with clients and market the product or service.
- 16.5 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.
- 16.6 Ability to exercise initiative by identifying potential problems and developing appropriate solutions.
- 16.7 Ability to cost work, prepare estimates and provide this information to clients. Material and suppliers are identified and prices are negotiated.
- 16.8 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.
- 16.9 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.

17. SELECTION CRITERIA

- 17.1 A tertiary or post graduate qualification in public health/health promotion, social policy or public policy with a minimum of five years' experience in policy, research, health promotion or similar. Expertise and/or relevant experience in sexual and reproductive health and/or prevention of violence against women/gender equity would be an advantage.
- 17.2 High level understanding of, and expertise in, the application of a feminist social model of health and demonstrated understanding of health promotion, primary prevention, gender equity and the issues which impact on the health and wellbeing of Victorian women
- 17.3 High level written and verbal communication skills including proven ability to research and write concise health promotion resources, summarise complex issues, prepare timely background and briefing papers, and develop authoritative and evidence-based policy submissions
- 17.4 Demonstrated research and analysis skills in tandem with relevant experience in and understanding of policy analysis and policy development including legislative reform
- 17.5 Demonstrated experience in developing and delivering effective tools and approaches for capacity building, including workshops, forums and resources
- 17.6 Demonstrated experience in developing and maintaining strategic relationships with relevant stakeholders including government and health service providers
- 17.7 Sound understanding of advocacy, campaigning, and policy development, including the ability to proactively identify opportunities to improve women's health and wellbeing
- 17.8 Proven ability to successfully manage concurrent projects and competing priorities within deadlines

Approved:

Chief Executive Officer, Dianne Hill

Date: August 2019

TO APPLY:

Please upload your **Cover Letter, responses to the Key Selection Criteria** and a **copy of your resume** online at <https://womenshealthvic.com.au/job-vacancies> by **Midnight Sunday 15th September 2019**.

For further information about this position please contact on 03 9664 9309 or by email: Mischa.Barr@whv.org.au

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

WHV EO Exemption No. H102/2014