

POSITION DESCRIPTION

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| Title | Senior Training and Capacity Building Coordinator |
| Classification | WHV Enterprise Agreement 2018, Level 4 Classification |
| Team | Workforce Development & Training |
| Work location | Level 8, 255 Bourke St, Melbourne within a hybrid model |
| Employment type | Part time: 0.8 FTE Fixed Term contract until 30 th April 2026 |
| Salary | Level 4: \$101,250 per annum (pro rata) |
| Position reports to | Policy & Health Promotion Manager |
| Date Approved | June 2022 |

1 Organisational Environment

Women’s Health Victoria (WHV) is a statewide 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.

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, to identify and respond to service gaps and health inequalities in innovative ways.

The organisational structure comprises four portfolio areas who all contribute to achieving the goals and priorities set out in the [WHV Strategic Plan 2018-2023](#). This includes Policy and Health Promotion; 1800 My Options phone line and information service; Counterpart – peer support service for women with breast or a gynaecological cancer; and Business Services.

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; our feminist commitment to women’s equality and to challenge gender norms, practices and structures.

2 Position Overview

The Senior Training & Capacity Building Coordinator (ST&CBC) will coordinate WHV’s training, workforce development and training programs. This role involves coordinating, designing and delivering workforce capacity-building programs in gender equity and the prevention of violence against women.

3 Position Objective

To ensure the provision of non-accredited and credentialed workforce development and training for individuals and workplaces to build workforce capacity to address the drivers of gender inequality and build cultures that support workplace gender equality and the prevention of violence against women.

4 Key Responsibilities

Provide program leadership for WHV's training, workforce development and training programs to deliver the WHV Training & Capacity Building (T&CB) Plan

- Lead and contribute to the implementation of the T&CB Plan using best practice, evidence-based approaches.
- Lead and contribute to the delivery of workforce development and training activities identified through the Action for Gender Equality Partnership (AGEP).
- Lead and contribute to the research, industry consultation, design and development and reviewing of workforce development and training approaches and activities, including the production of industry resources.
- Oversee and contribute to implementation of the T&CB Communications Plan, including delivery of sector wide campaigns supported by the WHV Communications Coordinator.
- Manage and maintain the integrity of the WHV WordPress site, WHV's Learning Management System (LMS) and its course, client and student data, liaising closely with WHV's Software as a Service (SaaS) provider (O'Train) to ensure reliability of system availability for client use, including scoping, quoting and checking jobs.
- Oversee and contribute to development of the annual T&CB Evaluation Report and identify areas for improvement in workforce development and training programs and approaches.
- Oversee and contribute to implementation of the T&CB continuous improvement cycle.
- Oversee contractor agreement renewals to support T&CB programs and activities.

Deliver the Prevention of Violence Workforce Capacity-Building Program (WCBP), including planning, reporting and evaluation:

- Manage and maintain the program plan and evaluation framework for the WCBP funded by the Office for Women.
- Scope and develop program activities in line with program expectations.
- Ensure program activities, represent industry informed and evidence based best practice.
- Coordinate and manage delivery of the program on time and on budget.
- Liaise with relevant stakeholders to support delivery of the project, including government representatives, regional women's health services and external contractors.
- Develop options for future phases of the project, including sustainability of program outcomes.
- Prepare progressive program and evaluation reports as required.

Lead T&CB stakeholder relationship building

- Build and maintain relationships with stakeholders, training providers, clients, partners and potential clients.
- Respond to client requests for training and workforce capacity building through the development of training proposals to meet client needs.
- Respond to quote requests from the AGEP.

- Close client sales through negotiation of training agreements, contractor delivery and licensing agreements
- Promote T&CB programs through proactive business-to-business marketing approaches, identifying and pursuing new growth opportunities
- Build organisational networks through leading, participating in and contributing to sector communities of practice, supporting the sharing and building of sector knowledge and expertise
- Manage the T&CB client database.

Provide leadership and support to the Workforce Development & Training team

- Lead a small team of Workforce Development & Training staff and contractors (including students and volunteers from time to time), incorporating the WHV's Strategic Plan and Integrated Health Promotion Plan (IHP) into team and individual workplans.
- Manage the performance and professional development of team members, incorporating the Staff Development Scheme.
- Ensure team members' health and wellbeing is supported through regular meetings and reviews.
- Ensure active involvement of team members in program evaluation and quality improvement processes.
- Ensure active involvement of team members in the maintenance and continued development of a positive team culture.

Contribute to WHV planning and reporting

- Contribute to development of and reporting against the T&CB model and annual plan and the IHP Plan.
- Contribute to Workforce Development & Training annual budget planning.
- Contribute to environmental scanning by identifying emerging issues or trends including new research relating to gender equity and PVAW workforce development and training.
- Contribute T&CB content for board and management reporting, including the annual report

5 Organisational Relationships

Internal

- Contribute to the culture of decision-making processes incorporating co-operation, collaboration and shared accountability with other staff
- Work in close collaboration with other members of the Workforce Development & Training Team, members of the Policy & Health Promotion Team, Communications Team and Business Services Team.

External

- Existing and potential client individuals and organisations for training and capacity-building.
- AGEP members and contributors.
- WHV partner organisations including other community organisations; policy makers, planners and health service providers; relevant Government departments and agencies.

6 Accountability

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

7 Extent of Authority

Within the scope of the position, lead and support staff, contractors, students and volunteers.
Expenditure within agreed budget as directed by your manager.

8 Responsibilities carried out by all staff

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

Expected Professional Attributes and Behaviours:

- Actively contribute to a positive organisational culture by modelling the [Code of Conduct](#) and WHV values: Respect; Inclusion; Innovation; Courage; Excellence, and participating in social and cultural activities to strengthen diversity and inclusion including the RAP
- Communicate in an open and honest manner with colleagues and negotiate positive outcomes for all.
- Consistently demonstrate a confident, optimistic and proactive mindset.
- Take ownership of own job and actively consider the consequences of actions and the decisions that are made.
- Demonstrate commitment to the work of WHV, work collaboratively with colleagues and share information and knowledge openly with colleagues.

9 [WHV Enterprise Agreement](#)

Appendices Appendix A - Classification Structure

1.2.1 Classification definitions: page 79

1.2.2 Classification competencies: page 82

10 Selection Criteria

Experience skills and knowledge

- More than five years' experience designing and delivering workforce capacity-building programs in gender equity, the prevention of violence against women and/or women's health.
- Demonstrated experience delivering workforce development and capacity building programs using multi-modal delivery approaches.
- Demonstrated experience in using a LMS or other online training platform/environment.
- High level understanding and expertise in the application and communication of a social/ feminist model of health.
- Demonstrated experience in knowledge translation, and development of tools and resources for different audiences using multi-modal delivery approaches.
- Demonstrated experience in program management, including program planning, budget management, evaluation and continuous improvement.
- Demonstrated ability to develop strategic relationships and build and maintain stakeholder engagement to support workforce capacity building.
- Highly developed communication and interpersonal skills, including excellent verbal and written communication skills.
- Proven capability to lead and support staff, contractors, students and volunteers.
- Proven ability to work independently, manage competing priorities, and work effectively in a team environment.

Qualifications

Tertiary qualifications in health promotion, gender studies, community development, public health, education or other related area.

Desirable Experience

Certificate IV in Training & Assessment

Experience working within a Moodle LMS and WordPress environment

Approved:



Chief Executive Officer, Dianne Hill

Date:

June 2022

To Apply

Apply [here](#) by submitting a resume and cover letter of no more than 2 pages outlining your suitability to the position in line with the Key Selection Criteria.

If you require technical support, please email jobs@whv.org.au

For any questions about the role, please contact:

Mandy Macdonald
Special Projects Manager
mandy.macdonald@whv.org.au
Ph 0419 115 331

Applications close **10 am Monday 15 August 2022**.

We are committed to providing a safe and inclusive working environment that embraces and values safety, diversity and flexibility.

We welcome and encourage applications from women with diverse backgrounds including Aboriginal and Torres Strait Islander women, women living with a disability, women from migrant and refugee backgrounds and women of diverse sexual orientations.

We support flexible and accessible working arrangements for all and are committed to ensuring that all jobs can be performed flexibly within a hybrid model. If you're short listed for a role and are looking for flexibility, we encourage you to start the conversation with us to find out what options may be possible for the role you're applying for.

WHV EO Exemption No. H351/2019