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| Title | Project coordinator – Counterpart expansion of services to all Victorian women with cancer scoping project |
| Team | Counterpart |
| Work location | Level 2, 210 Lonsdale St, Melbourne/from home as mutually agreed agreed |
| Employment type | Part- time February 2021 to 30 June 2021. 0.5 – 0.6 EFT with hours and days to be negotiated |
| Classification | Level 3 Classification, WHV Enterprise Agreement 2018 \$86 529 per annum pro rata |
| Position reports to | Counterpart Manager |
| Date Approved | December 2020 |

1. ORGANISATIONAL ENVIRONMENT

Women's Health Victoria is a not-for-profit organisation focused on improving the lives of Victorian women. We undertake strategic health promotion and advocacy to improve women's health. Women's Health Victoria also provides several direct services including Counterpart and 1800 My Options. Find out more about Women's Health Victoria at <https://whv.org.au/>

Counterpart is a state-wide gynaecological and breast cancer support and information service. As part of Women's Health Victoria (WHV) Counterpart aims to empower women to make informed choices about their care and treatment and to support them to live well. Counterpart recognises that a diagnosis of cancer must be seen in the broader context of a woman's life. Women their families and friends currently use the service to seek information on a range of psychological, emotional and practical issues associated with cancer – the service does not provide medical advice or counselling.

Services currently consist of a central city-based resource centre and programs and activities delivered in a range of locations including acute and community settings. The Counterpart team includes seven staff who work alongside a workforce of over 40 trained peer support volunteers who have personally experienced breast or gynaecological cancer. In addition, over 20 women volunteer to provide support in other ways to the service.

The service operates across Victoria, working collaboratively with hospitals, allied health, community services and consumer groups within the cancer sector. Counterpart offers access to its services through its resource centre, various external activities, programs and partnerships. It is funded by the Department of Health and Human Services. More information can be accessed at www.counterpart.org.au

Counterpart is seeking to expand so that their services are available to all Victorian women with cancer.

2. POSITION OBJECTIVES:

- 2.1 Develop a detailed project plan that provides a roadmap for how Counterpart services can be expanded to all Victorian women with cancer.
- 2.2 Develop a funding strategy to support the expansion to all women with cancer including assessment of and application to, appropriate funding bodies.

3. KEY RESPONSIBILITIES

- 3.1 **Develop a detailed project plan that provides a roadmap for how Counterpart services can**

- be expanded to all Victorian women with cancer.**
- 3.1.1 Consider and develop strategies to integrate women with cancer into the development of the project plan so that the views of women are integral to the plan.
 - 3.1.2 Examine the range of cancer organisations that provide support to Victorian women with cancer.
 - 3.1.3 Develop relationships with these organisations to work collaboratively in the development of a project plan.
 - 3.1.4 Consider and plan for, how existing Counterpart services would need to be adapted to meet the needs of women with other cancers including training for staff and volunteers and timelines.
 - 3.1.5 Develop collateral to meet expanded service requirements.
 - 3.1.6 Develop communications plan for expansion of services

3.2 Develop a funding strategy to support the expansion to all women with cancer including assessment of and application to, appropriate funding bodies.

- 3.2.1 Develop a budget and funding structure for an expansion of Counterpart services to all Victorian women with cancer.
- 3.2.2 Examine opportunities for funding of the expansion of Counterpart services and write grant applications where appropriate.

3.3 Responsibilities carried out by all staff:

- 3.3.1 Promote WHV and its programs.
- 3.3.2 Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.
- 3.3.3 Undertake other duties as directed.
- 3.3.4 Work within the organisational policies, procedures and Enterprise Agreement
- 3.3.5 Support and be accountable for maintenance of a safe working environment.

4. ORGANISATIONAL RELATIONSHIPS:

4.1 Internal

- 4.1.1 Contribute to the culture of the decision-making processes incorporating co-operation, collaboration and shared accountability with the Executive Director, staff, volunteers and WHV Board members.
- 4.1.2 Counterpart staff and volunteers

4.2 External

- 4.2.1 Cancer organisations and support groups.
- 4.2.2 Cancer nurses and other acute sector cancer providers.
- 4.2.3 Health and community sector service providers.
- 4.2.4 Service users which includes women with cancer, carers, family members and friends.

5. ACCOUNTABILITY:

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

6 EXTENT OF AUTHORITY:

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

7 EMPLOYMENT CONDITIONS AND SALARY

This position is casual. The position is classified as a Level 3 and attracts a salary of \$76,076 per annum (pro rata). WHV Enterprise Agreement 2018 conditions and salary apply. In addition, employer superannuation guarantee and access to salary packaging applies.

8 WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION:

WHV Enterprise Agreement 2018 Level 3 Classification definition is as follows:

- 8.1 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.
- 8.2 Work involves the exercise of a degree of autonomy and may involve the control of projects or programs. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- 8.3 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.
- 8.4 Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes.

9 ENTERPRISE AGREEMENT LEVEL 3 COMPETENCIES FOR THIS POSITION:

- 9.1 Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- 9.2 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.
- 9.3 Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- 9.4 Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
- 9.5 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.
- 9.6 Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- 9.7 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.

10 KEY SELECTION CRITERIA:

10.1 Mandatory

- 10.1.1 Bachelor: Social Science/Humanities/Education/Public Health or a related field.
- 10.1.2 Understanding of and experience working with the health/cancer sector.
- 10.1.3 Experience working with health professionals, preferably in the cancer sector.
- 10.1.4 Demonstrated experience in developing operational project management plans and scoping documents
- 10.1.5 Understanding of volunteering and peer support
- 10.1.6 Ability to connect collaboratively and professionally with a range of health-related organisations and professionals
- 10.1.7 Experience in consumer-focused service development and delivery, with a proven ability to connect with women from diverse communities.
- 10.1.8 Excellent communication skills especially working across the health sector
- 10.1.9 Working knowledge of Excel, all Word programs and database applications
- 10.1.10 Commitment to a feminist framework and an understanding of the social model of health as it relates to the diverse needs of women.

10.2 Desirable

- 10.2.1 Well-developed analytical skills and data-driven thinking.

Approved:



Chief Executive Officer, Dianne Hill

Date: December 2020

WHV Equal Opportunity Exemption No. H351/2019

To apply:

Applications must be made online using the form at <https://womenshealthvic.com.au/job-vacancies> and submitting a cover letter, resume and responses addressing the selection criteria outlined in the position description.

Applications close: 17:00 Thursday, 11th February 2021

For further information, please contact Fiona McRae, Counterpart Manager on 8488 9838 or fiona.mcrae@counterpart.org.au.