

POSITION DESCRIPTION

Title	Project Support Officer
Team	Policy & Health Promotion Team
Work location	Level 8, 255 Bourke St, Melbourne
Employment type	Part-Time Fixed-Term (FTE 0.8) until 30 June 2020
Classification	Level 2 Classification, WHV Enterprise Agreement 2018
Annual Salary	\$63,725 p.a. (pro-rata)
Position reports to	Policy & Health Promotion Manager
Date Approved	June 2019

1. ORGANISATIONAL ENVIRONMENT

Women's Health Victoria (WHV) is 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. 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. This includes the delivery of a suite of training and workforce development activities in gender equity and the prevention of violence against women, including a project to develop and pilot nationally accredited training in gender equity.

2. POSITION OBJECTIVES

- 2.1 Provide support for key activities undertaken by Policy & Health Promotion (PHP) and Workforce Development (WDT) Teams including training, meetings, forums and events.
- 2.2 Contribute to communications with key stakeholders including via social media and compilation of daily news summaries.
- 2.3 Provide support to health promotion activities as required, including evaluation support.
- 2.4 Contribute to the efficient and effective administration of the PHP and WDT teams through development and maintenance of organisational support and information systems.

3. KEY RESPONSIBILITIES

3.1 Support for training, events and meetings

- 3.1.1 Provide support for PHP training, forums and events including:
 - Event promotion (mail outs and social media)
 - Registration of participants
 - Payment processing
 - Minor edits or updates to training resources
 - Compiling or collating training resources

- Room booking and set up
 - Organising catering
- 3.1.2 Provide secretariat support for the accredited gender equity training (GET) project, including:
- Managing the schedule, invitations and distribution of materials for stakeholder meetings
 - Drafting agendas and minutes, in consultation with the Workforce Development Manager
 - Managing room bookings, room set up and catering as required

3.2 Communications with key stakeholders

- 3.2.1 Assist with the compilation of daily news summaries.
- 3.2.2 Maintain and update PHP and GET stakeholder contact lists and email lists.
- 3.2.3 Assist with promotion of training, publications and other PHP activities.
- 3.2.4 Assist with social media.
- 3.2.5 Support GET marketing and communications activities.
- 3.2.6 Update content on WHV website(s).
- 3.2.7 Design and update templates (e.g. flyers, PowerPoint slides).
- 3.2.8 Assist with compilation of reports for WHV Board and funding bodies.

3.3 Support for health promotion activities

- 3.3.1 Assist with design and distribution of surveys and compilation and analysis of feedback on events and activities.
- 3.3.2 Contribute to development of new training and/or health promotion resources and enhancement of existing resources.
- 3.3.3 Support other health promotion projects and activities as required.

3.4 Team administration and organisational support

- 3.4.1 Initiate and maintain electronic and paper-based systems for record-keeping (including both files and contacts).
- 3.4.2 Provide administrative support to GET project work and GET project record-keeping
- 3.4.3 Organise travel arrangements for PHP staff, as required.
- 3.4.4 Contribute to whole-of-organisation initiatives and activities, such as the Reconciliation Action Plan and Culture Club.
- 3.4.5 Make suggestions for any improvements to process or ways of working.

4. RESPONSIBILITIES SHARED BY PHP STAFF

- 4.1 Contribute to the efficient and effective working of the team including:
- Identifying policy and procedure gaps and improved ways of doing things.
 - Participation in building the team's capacity in sharing understanding of essential tasks.
 - Contribute to opportunities to influence change for women's health and work with other organisations to improve health outcomes for women.
 - Problem solving of day to day issues as they arise.
 - Ensuring maintenance of operational tasks at L8 255 Bourke Street premises.

5. RESPONSIBILITIES CARRIED OUT BY ALL STAFF

- 5.1 Promote WHV and its programs.
- 5.2 Participate in WHV strategic and operational planning processes.
- 5.3 Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others.
- 5.4 Participate in the WHV Staff Development Scheme, including setting of performance measures, skills development plan and performance appraisal feedback system.
- 5.5 Provide verbal and written reports and activities data, as appropriate, on progress against all areas of responsibility.
- 5.6 Undertake other duties as directed.
- 5.7 Active involvement in a learning organisation including continuous quality improvement, professional development and accreditation processes.

5.8 Work within WHV's policies, procedures and Enterprise Agreement.

6. ORGANISATIONAL RELATIONSHIPS

6.1 Internal

6.1.1 Reports to the Policy & Health Promotion Manager.

6.1.2 Work in collaboration with the PHP and WDT teams, as well as the Business Services Team and Communications staff.

6.2 External

6.2.1 WHV partner organisations; training and event participants; relevant government departments and agencies; funding bodies; research bodies; community organisations; media.

7. ACCOUNTABILITY

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

8. EXTENT OF AUTHORITY

8.1.1 Within the scope of the position, work collaboratively with permanent or project staff and volunteers/students as required from time to time.

8.1.2 Expenditure within agreed budget.

9. EMPLOYMENT STATUS, POSITION HOURS, SALARY AND LOCATION

This position is part-time fixed-term until 30 June 2020 working 60.8 hours per fortnight (0.8 FTE). The position is classified as a Level 2 with a salary of \$63,725 per annum (pro -rata) under Enterprise Agreement 2018. In addition, employer superannuation guarantee and access to salary packaging applies. This position is based at WHV, Level 8/255 Bourke St, Melbourne 3000.

10. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION

WHV Enterprise Agreement 2018, Level 2 Classification definition is as follows:

10.1 Work is likely to be without supervision, with general guidance on progress and outcomes sought. Responsibility for, and limited organisation of the work of others may be involved.

10.2 Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures where there are no defined established practices.

10.3 Solutions to problems are generally found in precedents, guidelines or instructions, with assistance available from senior employees.

10.4 Competency at this level involves the application of knowledge with depth in some area and a broad range of skills. There is a wide range of tasks and roles in a variety of contexts, with complexity in the range and choice of actions required.

10.5 Competencies are normally used within routines, methods and procedures where discretion and judgement is required, for both self and others in planning and selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

11. ENTERPRISE AGREEMENT LEVEL 2 COMPETENCIES FOR THIS POSITION:

11.1 Understanding and ability to apply knowledge of the functions of the service in carrying out responsibilities to internal/external clients.

11.2 Ability to meet team goals through completion of individual work, within a personal/ team work plan that identifies goals, expected results and appropriate time frame.

11.3 Work area goals are achieved through constructive participation to solve problems and through completion of personal tasks. Staff development needs are identified.

- 11.4 Ability to communicate with others in a manner which conveys the message(s) intended and is adjusted to meet the need or differences of the situation or clients or work colleagues. Written materials can be understood by the reader.
- 11.5 Suggestions for changes in environment or workplace practices are made. Contributions to the implementation of change are made and people are supported in adjusting to changes.
- 11.6 Understanding and ability to manage time, develop plans, practice ethical behaviour and develop personal skills.
- 11.7 Understanding and ability to find information, analyse it and form it into options that identify possible solutions.
- 11.8 Ability to set up equipment and use appropriately in accordance with occupational health and safety guidelines

12. SELECTION CRITERIA

12.1 Essential

- 12.1.1 Highly developed organisational skills and attention to detail.
- 12.1.2 Proven ability to manage competing priorities and to work within deadlines.
- 12.1.3 Experience in administration and organisation of events.
- 12.1.4 Experience using social media in an organisational context.
- 12.1.5 Well-developed oral and written communication skills.
- 12.1.6 Intermediate competency in Microsoft Office software.
- 12.1.7 Ability to learn and show initiative, including in relation to digital tools and applications.
- 12.1.8 Flexibility to respond to changing needs.
- 12.1.9 Experience working effectively within a team environment.

12.2 Desirable

- 12.2.1 Qualifications and/or experience in health promotion and/or public health.
- 12.2.2 Experience using Office 365 tools (e.g. Teams), Customer/Client Relationship Management (CRM) platforms and other digital tools and applications.
- 12.2.3 Experience using design software such as In Design, Adobe Photoshop, Adobe Illustrator and Microsoft Publisher



Approved: Mischa Barr, Policy & Health Promotion Manager

Date: June 2019

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 7 July 2019.

For further information, contact Mischa Barr, Policy & Health Promotion Manager on (03) 9664 9309 or by email: mischa.barr@whv.org.au

WHV EO Exemption No. H102/2014