

POSITION DESCRIPTION

<b>Title</b>	Workforce Development Manager
<b>Classification</b>	WHV Enterprise Agreement 2018 Level 5 Classification
<b>Team</b>	Workforce Development
<b>Work location</b>	Based at Level 8, 255 Bourke St, Melbourne
<b>Employment type</b>	Full-time (38 hours per week), fixed-term for 2 years
<b>Salary</b>	\$102,465
<b>Position reports to</b>	Chief Executive Officer
<b>Date Approved</b>	July 2018

1. **POSITION TITLE**

Workforce Development Manager

2. **DATE APPROVED**

July 2018

3. **POSITION HOURS, EMPLOYMENT STATUS AND LOCATION**

This is a fixed-term full-time position for two years. The position is based at 255 Bourke St, Melbourne. Some regional travel may be required.

4. **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.

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. WHV works to improve the health and wellbeing of all Victorian women utilising a population-based social model of health framework.

5. **PROJECT CONTEXT**

WHV undertakes a range of workforce development activities to build the capacity of the workforce in gender equity, prevention of violence against women, and women's health. These activities include the design and delivery of a suite of training options, in both face-to-face and online contexts.

WHV is also implementing a two-year project to develop accredited training in gender equity. This project will develop up to eight units of competency in gender equity for accreditation, as well as training and assessment resources, designed to build knowledge and skills in gender equity across a broad range of disciplines and sectors, including both mainstream/generalist and specialist organisations.

The units of competency and training materials will be informed by an applied research program (led by Monash University) and tested through a pilot to be delivered by RMIT University and two Learn Local Registered Training Organisations (RTOs). The project will involve close collaboration with seven partners (Adult Community Education Victoria, RMIT

University, Women with Disabilities Victoria, Coonara Community House, Yarrawonga Neighbourhood House, Knox City Council and Monash University), as well as a broader advisory group and other stakeholders.

## **6. POSITION OBJECTIVES**

- 6.1 To provide team leadership and management for the WHV Workforce Development Team;
- 6.2 To provide organisational leadership in the implementation and enhancement of WHV's workforce development and training program;
- 6.3 To provide strategic leadership and overarching project management for the accredited training project;
- 6.4 To lead and coordinate activities required to deliver the outcomes of the accredited training project, including accreditation of units of competency, resource development, research, piloting, and evaluation, in collaboration with WHV project staff and project partners;

## **7. KEY RESPONSIBILITIES**

### **7.1 Team leadership**

- 7.1.1 Provide leadership of the Workforce Development Team, including implementation of WHV's Strategic Directions as they relate to training and workforce development;
- 7.1.2 Manage the performance of the Workforce Development Team, including implementation of the annual cycle of the Staff Development Scheme;
- 7.1.3 Ensure active involvement of team members in program evaluation and quality improvement processes;
- 7.1.4 Ensure active involvement of team members in the maintenance and continued development of a positive team culture;
- 7.1.5 Ensure the team's contribution to WHV's knowledge management systems.

### **7.2 Leadership of workforce development and training**

- 7.2.1 Manage the development, implementation, evaluation and reporting of WHV's ongoing workforce development and training program, including *Take a Stand* (WHV's workplace-based program for the prevention of violence against women (PVAW));
- 7.2.2 Oversee the development and implementation of the PVAW Masterclasses project;
- 7.2.3 Actively identify funding opportunities for projects that advance WHV's strategic priorities, and develop project plans including liaison with potential partners;
- 7.2.4 Lead WHV's contribution to broader workforce development activity occurring across Victoria in the prevention of violence against women and gender equity.

### **7.3 Project management – Accredited training project**

- 7.3.1 Provide high level strategic leadership for the accredited training project;
- 7.3.2 Apply an appropriate project management methodology to ensure project objectives and outcomes are achieved;
- 7.3.3 Manage the project budget, including overseeing funding allocations to project partners;
- 7.3.4 Chair key governance and project management committees and meetings;
- 7.3.5 Engage project partners and consultants to lead or deliver components of the project;
- 7.3.6 Coordinate input from project partners and other stakeholders into project deliverables, as required;
- 7.3.7 Identify and analyse risks and develop effective solutions or remedial actions;
- 7.3.8 Ensure project activities align with other related workforce development and training activities;
- 7.3.9 Liaise with Department of Education & Training (DET) staff;
- 7.3.10 Manage communications relating to the project, including preparation of relevant reports, submissions, media and general correspondence as required for internal and external purposes;

7.3.11 Plan for and seek opportunities to support project sustainability beyond the funding period.

#### **7.4 Leadership and coordination of key project activities**

- 7.4.1 Lead the accreditation process, including the submission of course proposals for regulator approval, industry consultation, development of units, and development of the accreditation submission (with support from technical specialists);
- 7.4.2 Oversee the development of training and assessment resources for face-to-face and online learning environments, in collaboration with WHV project staff and project partners;
- 7.4.3 Oversee the delivery of the applied research program, led by Monash University, and the application of the research to the development of the units and resources;
- 7.4.4 Lead and support successful delivery of the training pilots with training partners RMIT, Coonara Community House and Yarrowonga Neighbourhood House;
- 7.4.5 Coordinate and contribute to the project evaluation.

### **8. RESPONSIBILITIES CARRIED OUT BY ALL STAFF**

- 8.1 Problem solving of day to day issues as they arise.
- 8.2 Promotion of WHV and its programs.
- 8.3 Participation in WHV strategic and operational planning processes.
- 8.4 Contribution to WHV's capacity to deliver its goals, enabling and supporting high performing teams and fostering productive relationships with others.
- 8.5 Participation in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
- 8.6 Provision of verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.
- 8.7 Undertaking other duties as directed.
- 8.8 Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes.
- 8.9 Working within organisational policies, procedures and the Enterprise Agreement.
- 8.10 Accountability for maintenance of a safe working environment.

### **9. ORGANISATIONAL RELATIONSHIPS**

#### **9.1 Internal**

- 9.1.1 Reports to the Chief Executive Officer.
- 9.1.2 Provides day to day direct supervision of staff within the Workforce Development Team.
- 9.1.3 Works in collaboration with the Policy & Health Promotion (PHP) Manager, PHP Team and other WHV staff.
- 9.1.4 Contributes to the culture of decision-making processes incorporating co-operation, collaboration and shared accountability with other staff and Board members.

#### **9.2 External**

- 9.2.1 Accredited training project partners (including Project Steering Committee and Project Management Group); industry stakeholders; training & education sector stakeholders; gender equity & primary prevention of violence against women sector stakeholders; *Take a Stand* client workplaces and potential client workplaces; Department of Education & Training; Department of Health & Human Services; other funding bodies; media.
- 9.2.2 Other external organisations as agreed with the CEO.

### **10. ACCOUNTABILITY**

Accountable to the CEO for delivery of the position objectives, agreed priorities, funding-related elements relevant to the position, position performance measures as agreed annually, and performance of staff within the team.

**11. EXTENT OF AUTHORITY**

- 11.1.1 Within the scope of the position, engage and supervise staff within the team, including relief or project staff and volunteers/students as required from time to time.
- 11.1.2 Expenditure within agreed budget.

**12. SALARY**

The position is classified as Level 5 and attracts a salary of \$102,465 per annum. 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.

**13. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION:**

WHV Enterprise Agreement 2018, Level 5 Classification definition is as follows:

- 13.1 Work is likely to be in accordance with a broad plan, budget or strategy. Responsibility and broad ranging accountability for the structure, management and output of the work of others and/or functions may be involved.
- 13.2 Work involves the exercise of significant delegated authority with decisions and actions taken having a significant effect upon the programs or work areas being managed. The selection of methods and techniques is based on sound judgement.
- 13.3 Competency at this level involves the self-directed development and mastery of broad and/or specialised areas of knowledge with a range of skills. Application is to major, broad or specialised functions in highly varied and/or highly specialised contexts.
- 13.4 Competencies are normally used independently and are non-routine. Significant high level judgement is required in planning, design, operational, technical and/or management functions.

**14. ENTERPRISE AGREEMENT LEVEL 5 COMPETENCIES FOR THIS POSITION:**

- 14.1 Ability to link the Service's corporate strategy and the effectiveness of its program delivery. This requires constant scanning of the Service's internal and external environment for significant changes likely to affect either the original strategy or its subsequent delivery. Possible modifications would then be assessed to ensure that services remain effective, through input from users, management and staff.
- 14.2 Ability to achieve work area objectives while monitoring and improving, where possible, financial management. Ability to focus on clients' needs by matching the Service's program objectives with present priorities and expected results.
- 14.3 Ability to continually promote work area objectives which are set in conjunction with staff, and provide feedback on staff performance and team work.
- 14.4 Ability to effectively represent the Service through liaison and negotiation, plus developing and maintaining networks to share expertise
- 14.5 Ability to manage for results by allocating and monitoring resources to balance competing priorities and respond to changing ones. This requires workloads to be assessed, staff to be involved and targets to be reviewed. Significant liaison would also be required with management and other resource allocation bodies.
- 14.6 Ability to ensure that an effective change management strategy is drawn up, assessed and evaluated in consultation with staff and implemented through them.
- 14.7 Recognition of personal abilities and ways these could be enhanced, through feedback from others in the immediate work environment and a strategy for self-development.
- 14.8 Application of effective time management techniques.

**15. KEY SELECTION CRITERIA**

**15.1 Mandatory:**

- 15.1.1 Post-graduate qualifications in public health, education, community development or other relevant field, with at least seven years' experience;
- 15.1.2 Demonstrated experience in the vocational education and training sector, and understanding of training accreditation systems and processes;

- 15.1.3 Demonstrated understanding of the gender equity and primary prevention of violence against women workforce(s), and their workforce development needs;
  - 15.1.4 Demonstrated experience in strategic leadership and management of a team;
  - 15.1.5 Demonstrated experience managing complex projects, including project planning, budget management and evaluation;
  - 15.1.6 Demonstrated ability to establish and maintain effective working partnerships with internal and external stakeholders;
  - 15.1.7 Highly developed communication and interpersonal skills, including excellent verbal and written communication skills;
  - 15.1.8 Proven ability to respond to changing service needs, manage competing projects and priorities and work within deadlines;
  - 15.1.9 Understanding of, and commitment to working within, a feminist framework.
- 15.2 **Desirable:**
- 15.2.1 Experience in training design and delivery;
  - 15.2.2 Track record in successful funding submissions.
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### **To Apply**

Applications can be made by submitting a cover letter, resume and responses to the Key Selection Criteria.

Applications are to be made online via <https://womenshealthvic.com.au/job-applications>. If you have any technical issues, please email [whv@whv.org.au](mailto:whv@whv.org.au)

For any questions relating to this position, please contact Mischa Barr on 9664 9309 or [mischa.barr@whv.org.au](mailto:mischa.barr@whv.org.au).

Applications close at midnight on Sunday 12 August, 2018.

WHV EO Exemption No. H102/2014