

POSITION DESCRIPTION

<b>Title</b>	Workforce Development Officer
<b>Classification</b>	WHV Enterprise Agreement 2018 Level 3 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>	\$76,076
<b>Position reports to</b>	Workforce Development Manager
<b>Date Approved</b>	July 2018

1. **POSITION TITLE**

Workforce Development Officer

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 lead development of units of competency in gender equity for accreditation;
- 6.2 To research and design training and assessment materials to support the units of competency;
- 6.3 To support delivery of the accredited training pilots, including facilitating training;
- 6.4 To contribute to other accredited training project activities, such as accreditation, consultation, applied research, evaluation, and reporting;
- 6.5 To support WHV's other workforce development and training activity.

## **7. KEY RESPONSIBILITIES**

### **7.1 Development of units of competency and training resources**

- 7.1.1 Lead development of up to eight units of competency in gender equity for accreditation, in collaboration with the Project Steering Committee and Project Advisory Group, and with assistance from technical specialists;
- 7.1.2 Support the development of any unit(s) of competency relating to gender and disability developed by Women with Disabilities Victoria as part of the project;
- 7.1.3 Research and design training resources and assessment tools to support the units of competency, including digitally-enhanced materials and micro-credentials, in collaboration with RMIT University;
- 7.1.4 Seek and incorporate input from the Project Steering Committee, Project Management Team and Project Advisory Group into the design of the units and training and assessment resources;
- 7.1.5 Incorporate findings from the Applied Research Program (to be led by Monash University Faculty of Education) into the design of the units and training and assessment resources;
- 7.1.6 Liaise with technical experts to ensure the units and training and assessment resources meet accreditation requirements.

### **7.2 Support delivery of the training pilots**

- 7.2.1 Support the recruitment and coordination of facilitators for delivery of the accredited training pilot;
- 7.2.2 Design and deliver training for facilitators to support delivery of the training pilot;
- 7.2.3 (Co-)facilitate delivery of the units as part of the training pilot.

### **7.3 Support other project activities and WHV's training and health promotion work**

- 7.3.1 Contribute to other accredited training project activities, such as project planning, accreditation, consultation, applied research, monitoring, evaluation and reporting, as directed by the Workforce Development Manager;
- 7.3.2 Contribute to WHV's other workforce development and training activity, including design and delivery of non-accredited training workshops and delivery of *Take a Stand* (WHV's workplace-based program for the prevention of violence against women – PVAW), in collaboration with the Policy & Health Promotion Team;
- 7.3.3 Participate in broader PVAW and gender equity practice development activity occurring across Victoria;
- 7.3.4 Promote WHV's training, workshops and other workforce capability-building activities.

## **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 Workforce Development Manager.
- 9.1.2 Works in collaboration with the Workforce Development Team, Policy & Health Promotion Team, and other WHV staff.

### **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.
- 9.2.2 Other external organisations as agreed with the Workforce Development Manager.

## **10. ACCOUNTABILITY**

Accountable for delivering the position objectives and the project work plan as agreed.

## **11. EXTENT OF AUTHORITY**

- 11.1 Within the scope of the position, engage and/or supervise support staff and/or volunteers/students as required from time to time.
- 11.2 Expenditure within agreed budget, as directed by the Manager.

## **12. SALARY**

The position is classified as Level 3 and attracts a salary of \$76,760 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 3 Classification definition is as follows:

- 13.1 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.
- 13.2 Work involves the exercise of a degree of autonomy and may involve the control of projects or programmes. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- 13.3 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.
- 13.4 Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes.

## **14. ENTERPRISE AGREEMENT LEVEL 3 COMPETENCIES FOR THIS POSITION:**

- 14.1 Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- 14.2 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.
- 14.3 Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- 14.4 Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
- 14.5 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.
- 14.6 Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- 14.7 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.

## 15. KEY SELECTION CRITERIA

### 15.1 **Mandatory:**

- 15.1.1 Tertiary qualifications in health promotion, gender studies, community development, public health and/or training with at least five years' experience;
- 15.1.2 Demonstrated experience designing and delivering training, including development of training resources and tools;
- 15.1.3 Demonstrated experience in the promotion of gender equality and/or primary prevention of violence against women;
- 15.1.4 Highly developed communication and interpersonal skills, including excellent verbal and written communication skills;
- 15.1.5 Demonstrated ability to network and develop strategic relationships;
- 15.1.6 Well-developed skills in project planning and evaluation;
- 15.1.7 Proven ability to work independently and in a team environment;
- 15.1.8 Proven ability to respond to changing service needs, manage competing priorities and work within deadlines.

### 15.2 **Desirable:**

- 15.2.1 Certificate IV in Training and Assessment (TAE);
- 15.2.2 Demonstrated understanding of the vocational education and training sector, and training accreditation processes;
- 15.2.3 Experience designing digitally-enhanced/online training resources.

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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