

POSITION DESCRIPTION

Title	Instructional Designer
Team	Workforce Development & Training
Work location	Level 8, 255 Bourke St, Melbourne within a hybrid model
Employment type	Part time, hours in agreement Fixed Term contract until 27 th October 2023
Salary	Hourly rate
Position reports to	Gender Equity & Capacity Building Manager
Date Approved	September 2023

1 Organisational Environment

Women’s Health Victoria (WHV) is a state-wide women’s health promotion, advocacy and support service with a proud history over 30 years. We are an independent, feminist, not-for-profit organisation. We advocate for gender-transformative health systems that reduces inequalities and improves health outcomes for women (cis and trans inclusive) and gender diverse people, and all people impacted by feminist health issues.

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 using an intersectional lens, to identify and respond to service gaps and health inequalities in innovative ways.

The organisational structure comprises five portfolio areas that all contribute to achieving the goals and priorities set out in the [WHV Strategic Plan 2018-2023](#). This includes the Policy, Health Promotion and Capacity Building unit; 1800 My Options phone line and information service; Counterpart – peer support service for women with cancer; Business Services; and Brand, Marketing & Communications.

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.

Position Overview

The Instructional Designer will design a course for workers who are contributors to the primary prevention of family violence and all forms of violence against women. This role involves designing and delivering a workforce capability building program in the prevention of violence against women.

2 Position Objective

To ensure the provision of a non-credentialled workforce development training program for individuals 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.

3 Key Responsibilities

Design a course for workers who are contributors to the primary prevention of family violence and all form of violence against women.

4 Accountability

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

5 Responsibilities carried out by all staff

- 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.

6 Selection Criteria

Experience skills and knowledge

- More than five years' experience as an Instructional Designer of courses such as the prevention of violence against women and/or women's health.

Qualifications

Tertiary qualifications in Instructional Design, or other related area.

Approved:



Acting Chief Executive Officer, Mandy Macdonald

Date: 20 September 2023