



Position Details	Position Title	Women's Health Promotion Officer Sexual and Reproductive Health Coordinator
	Employment Type	Full time permanent position
	Remuneration	<p>Salary and conditions are in accordance with Women's Health In the North's Enterprise Agreement 2017. The classification for this position is commensurate to Level 5 of SCHCADS Award. Base salary is \$69,852–\$74,749 depending on years of relevant experience. Please note that WHIN's Enterprise Agreement 2017 includes a 3% above award salary.</p> <p>Salary packaging is available and subject to legislative requirements and in accordance with WHIN's policy.</p> <p>In addition to four weeks annual leave, staff are granted an additional three days leave (grace-in-favour days) across the Christmas/New Year period.</p> <p>An initial three month probationary period will apply as part of the employment offer. Privacy and confidentiality agreement and police/working with children check will be required.</p>
	Exemption	EEO H191/2017. This position is only open to women.
	Location	Women's Health In the North 680 High St, Thornbury, Victoria, 3071
	Reports to	<p>Manager, Health Promotion.</p> <p>The Women's Health Promotion Officer is a member of the Health Promotion Team.</p>
	Organisational Context	<p>WHIN's vision is that all women in the northern region have voice, choice and power in all aspects of their health and wellbeing.</p> <p>WHIN is the regional women's health service which operates in Melbourne's northern suburbs.</p> <p>WHIN addresses gender inequities and the determinants of women's health, safety and wellbeing through leadership, advocacy, research, knowledge translation and strategic partnerships.</p>
Position Summary	Key Objective	The Health Promotion Officer is responsible for contributing to improved health, safety and wellbeing outcomes for women in the northern metropolitan region of Melbourne. The role

		<p>involves the development, delivery and evaluation of effective and integrated women’s health programs and strategies.</p> <p>An understanding of women’s health and wellbeing needs and the structural factors that cause and maintain health inequities are vital in this role. A theoretical and practical understanding of population health, gender equity and community development approaches is required.</p> <p>The Project Officer will focus on the following areas:</p> <ul style="list-style-type: none"> <li>• Sexual and reproductive health</li> <li>• Gender equity and gender analysis</li> <li>• Implementation and evaluation of the regional sexual and reproductive health (SRH) strategy <i>Going South In the North 2016-2021</i></li> <li>• Implementation and evaluation of the Family and Reproductive Rights Education Program. This involves responsibility for supervision of another member of the team</li> <li>• Implementation and evaluation of projects.</li> </ul>
Key Result Areas	Development of High Quality Health Promotion Strategies and Programs	<ul style="list-style-type: none"> <li>• Lead the implementation and evaluation of the regional SRH strategy Going South In the North 2016-2021</li> <li>• Oversee the implementation of the Family and Reproductive Rights Education Program</li> <li>• Actively support regional partners to build their capacity to respond to the health, safety and wellbeing of women especially those who are most marginalised in the community</li> <li>• Develop, deliver and evaluate innovative health promotion programs and strategies. Apply a gendered, intersectional and capacity building approach</li> <li>• Deliver education and information on women’s sexual and reproductive health</li> <li>• Develop resources that complement and support WHIN’s projects and programs.</li> </ul>
	Effective Partnering and Integrated Health Promotion Work	<ul style="list-style-type: none"> <li>• Develop and support effective, strategic partnerships with WHIN’s key stakeholders including local government, community health, primary care partnerships and primary health networks</li> <li>• Convene and resource the Northern Metropolitan Region Sexual and Reproductive Health Leadership Group</li> <li>• Convene and resource the Northern Metropolitan Region Sexual and Reproductive Health Network</li> <li>• Participate in partnerships and networks that are relevant to the health, safety and wellbeing of women</li> </ul>

		<ul style="list-style-type: none"> <li>• Support and implement gender equality strategies relevant to local government and community health strategic and organisational plans</li> <li>• Support and implement key sexual and reproductive health advocacy and strategies relating to local government and community health strategic and organisational plans</li> <li>• Assist as required the WHIN CEO in her work.</li> </ul>
	Health Policy, Research and Advocacy	<ul style="list-style-type: none"> <li>• Develop submissions, reports, articles and conference presentations</li> <li>• Develop resources and information to support WHIN's work</li> <li>• Contribute to WHIN's communications including newsletters and social media</li> <li>• Support and resource awareness-raising campaigns.</li> </ul>
	Collaboration and Teamwork	<ul style="list-style-type: none"> <li>• Actively participate as a member of the Health Promotion Team and work collaboratively to achieve team and organisational goals</li> <li>• Participate in staff and team meetings and staff development</li> <li>• Participate in organisational planning</li> <li>• Facilitate internal knowledge transfer of programs and strategies to support organisational understanding and ownership.</li> </ul>
	Organisational Development Health Policy, Research and Practice	<ul style="list-style-type: none"> <li>• Provide support and assistance to the Manager, Health Promotion and other WHIN colleagues, to develop and deliver integrated health promotion planning, implementation, and evaluation activities</li> <li>• Assist the Manager, Health Promotion to fulfil reporting requirements</li> <li>• Apply the organisation's vision, mission and values in order to achieve WHIN's strategic objectives and priorities</li> <li>• Be actively involved in a learning organisation including continuous quality improvement and accreditation processes.</li> </ul>
Key Selection Criteria	Essential	<ul style="list-style-type: none"> <li>• Tertiary qualifications and experience in health promotion, gender studies, community development and/or a social policy discipline</li> <li>• Demonstrated knowledge and experience in women's sexual and reproductive health issues and the current policies and frameworks</li> <li>• Demonstrated conceptual understanding and commitment to feminist theory and addressing gender inequities in relation to women's health, safety and wellbeing</li> </ul>

		<ul style="list-style-type: none"> <li>• Demonstrated experience in the delivery of training and group facilitation and the development of resources</li> <li>• Demonstrated experience in building and maintaining strategic relationships with a broad range of stakeholders</li> <li>• Demonstrated high quality communications skills including report writing and public presentations</li> <li>• Strong planning, time management and organisational skills</li> <li>• Ability to work both independently and as part of a team and respond flexibly to team demands and priorities</li> <li>• Victorian Driver's Licence.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Knowledge of Melbourne's northern metropolitan region</li> <li>• Ability to speak a community language</li> <li>• Experience working with the local government and/or community health sectors</li> <li>• Prior experience undertaking sexual and reproductive health promotion activities in local communities</li> <li>• Ability to analyse and interpret data and research relating to SRH</li> <li>• Certificate IV in Workplace training and Assessment.</li> </ul>
Performance Monitoring		<ul style="list-style-type: none"> <li>• Regular supervision will be provided and performance feedback provided</li> <li>• The Health Promotion Officer will be expected to participate in an annual Performance and Development Planning process.</li> </ul>
Application Details		<p>All applications must contain a statement addressing each of the key selection criteria and three nominated referees including your most recent line manager. Applications that do not contain this information will not be considered.</p> <p>This position is open to women only. WHIN holds Equal Opportunities Exemption EOE 191/2017.</p> <p>CLOSING DATE FOR APPLICATIONS: 9am, Monday 25 June 2018.</p> <p>Please send applications to the following email address with your name and 'Confidential' in the subject line:  <a href="mailto:info@whin.org.au">info@whin.org.au</a></p>
Further Information		<p>If you have specific queries about this position, please contact Sandra Morris, Manager, Health Promotion on 94841666 or <a href="mailto:SandraM@whin.org.au">SandraM@whin.org.au</a></p> <p>For more information go to WHIN's website:  <a href="http://www.whin.org.au/about-us/work-available/">http://www.whin.org.au/about-us/work-available/</a></p>

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**Monday 25 June 2018, 9am.**