



Position Details	Position Title	Women's Health Promotion Officer – Sexual and Reproductive Health
	Employment Type	0.6 EFT – to 30 June 2020
	Remuneration	<p>All staff are employed under the conditions set out in WHIN's current Employment Agreement (EA). This role is classified as a level 5 position in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS). The salary is 3% above the award, as per WHIN's EA. The salary range is \$76,761 (pay point 1 Year 1) to \$81,471 (pay point 3 Year 6+) per annum full time, plus superannuation. The pay point will be negotiated according to education, training and years of relevant experience in similar organisations and/or roles. All other conditions of employment are in accordance with WHIN's EA.</p> <p>The organisation offers employees the opportunity of salary packaging of up to \$16,050 per annum (\$30K grossed up). Salary packaging can increase the value of the net salary by up to \$90 per week (depending on personal taxation situation). (Salary packaging is 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 (as these fall on normal days worked) and generous personal leave arrangements apply.</p> <p>WHIN has a time-in-lieu policy for overtime worked outside the 8.00 am – 7.00 pm designated flexi time arrangements.</p> <p>An initial six month probationary period will apply as part of the employment offer.</p> <p>Successful applicants will be required to enter into a Privacy and Confidentiality Agreement and undergo a police check.</p>
	Exemption	EOE H191/2017 – this position is open to women only.
	Location	Women's Health In the North 680 High St, Thornbury, Victoria, 3071
	Reports to	Coordinator, Sexual and Reproductive Health The Health Promotion Officer is a member of the Health Promotion Team.
Organisational Context	WHIN is the regional women's health service which operates in Melbourne's northern suburbs.	

		<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 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	<p>The Health Promotion Officer – Sexual and Reproductive Health is responsible for contributing to improved health, safety and wellbeing outcomes for women in the northern metropolitan region of Melbourne.</p> <p>The role 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, sexual and reproductive health, gender equity, and community development approaches is required.</p>
Key Result Areas	Development of High Quality Health Promotion Strategies and Programs	<ul style="list-style-type: none"> • Supporting the implementation of the regional sexual and reproductive health strategy, <i>A Strategy for Going South in the North 2016-2021</i> • 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. • Develop, deliver and evaluate innovative health promotion programs and strategies. Apply a gendered, intersectional and capacity building approach. • Deliver education and information on women’s sexual and reproductive health. • Develop resources that complement and support WHIN’s projects and programs. • Support and implement key sexual and reproductive health advocacy and strategies relating to local government and community health strategic and organisational plans.
	Effective Partnering and Integrated Health Promotion Work	<ul style="list-style-type: none"> • Develop and support effective, strategic partnerships with WHIN’s key stakeholders including local government, community health and primary care partnerships. • Support the coordination of the Going South in the North Strategic Advisory Group and Community of Practice • Participate in partnerships and networks that are relevant to the health, safety and wellbeing of women. •
	Health Policy, Research and Advocacy	<ul style="list-style-type: none"> • Develop submissions, reports, articles and conference presentations.

		<ul style="list-style-type: none"> • Contribute to WHIN’s communications including newsletters and social media. • Support and resource awareness-raising campaigns such as STI Screening Week, Women’s Health Week
	Collaboration and Teamwork	<ul style="list-style-type: none"> • Actively participate as a member of the Health Promotion team and work collaboratively to achieve team and organisational goals. • Participate in staff and team meetings and staff development. • Participate in organisational planning. • Facilitate internal knowledge transfer of programs and strategies to support organisational understanding and ownership.
	Organisational Development Health Policy, Research and Practice	<ul style="list-style-type: none"> • Provide support and assistance to the Coordinator, Sexual and Reproductive Health, the Manager, Health Promotion and other WHIN colleagues, to develop and deliver integrated health promotion planning, implementation, and evaluation activities. • Assist the Coordinator, Sexual and Reproductive Health and the Manager, Health Promotion as required, to fulfil WHIN’s reporting requirements. • Apply the organisation’s vision, mission and values in order to achieve WHIN’s strategic objectives and priorities. • Be actively involved in a learning organisation including continuous quality improvement and accreditation processes.
Key Selection Criteria	Essential	<ol style="list-style-type: none"> 1. Tertiary qualifications and experience in health promotion, gender studies, health science and/or community development discipline. 2. Knowledge and understanding of sexual and reproductive health, sexuality and relationship health issues and the current policies and frameworks 3. Conceptual understanding of and commitment to intersectional feminist theory and addressing gender inequities in relation to women’s health, safety and wellbeing. 4. Knowledge and experience in developing, delivering and evaluating health promotion programs. 5. Demonstrated experience in the delivery of training, group facilitation and public presentations. 6. Demonstrated experience in building and maintaining strategic relationships and partnerships with a broad range of stakeholders. 7. Excellent written communications skills, including report writing and resource development. 8. Strong planning, time management and organisational skills. 9. Ability to work both independently and as part of a team and respond flexibly to team demands and priorities.

		10. Victorian Driver's Licence.
	Desirable	<ul style="list-style-type: none"> • Knowledge of Melbourne's northern metropolitan region. • Ability to speak a language other than English. • Experience working with the local government and/or community health sectors. • Ability to analyse and interpret data and research relating to sexual and reproductive health.
Performance Monitoring		<p>Regular supervision will be provided and performance feedback provided.</p> <p>The Health Promotion Officer will be expected to participate in an annual Performance and Development Planning process.</p>
Application Details		<p>All applications must contain a statement addressing <u>each of the key selection criteria separately</u> 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>Please send applications to the following email address with your name and 'Confidential' in the subject line: info@whin.org.au</p>
Further Information		<p>If you have specific queries about this position, please contact Rosie Brennan, Coordinator, Sexual and Reproductive Health, on 9484 1666 or rosieb@whin.org.au</p> <p>For more information go to WHIN's website: http://www.whin.org.au/about-us/work-available/</p> <p>CLOSING DATE FOR APPLICATIONS:</p> <p>5pm, Monday 20 May, 2019</p>