



Position Details	Position Title	Coordinator, Gender Equality and Prevention of Gender-Based Violence
	Employment Type	0.8 EFT
	Exemption	This position is only open to females and people whose gender identity is female (referred to as 'women') (exemption EOE H191-2017)
	Location	Women's Health In the North (WHIN) 680 High St, Thornbury, Victoria, 3071 Flexible working arrangements are available, as negotiated with the Manager, Health Promotion.
	Reports to	Manager, Health Promotion. The Coordinator, Preventing Violence Against Women is a member of the Health Promotion Team.
Organisational Context	<p>WHIN is the regional women's health service which operates in Melbourne's northern suburbs.</p> <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 Coordinator, Gender Equality and Prevention of Gender-Based Violence is responsible for contributing to improved health, safety and wellbeing outcomes for women in the northern metropolitan region of Melbourne. The role involves the development, delivery and evaluation of a range of initiatives to promote gender equality and prevent gender-based violence.</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, intersectionality, and community development approaches is required.</p> <p>The Coordinator, Gender Equality and Prevention of Gender-Based Violence will focus on the following key areas:</p> <ul style="list-style-type: none"> • Management of the Gender Equality and Prevention of Gender-Based Violence team, which currently includes Health Promotion Officers and short-term project staff.

		<ul style="list-style-type: none"> • Coordination, implementation and evaluation of the regional Prevention of Gender-Based violence strategy, <i>Building a Respectful Community Strategy 20122 - 2026</i>, which will be launched in February 2022 • Coordination of the team’s workforce development activities, including training and resource development. • Provision of expertise and support to projects and organisations across the region, in the areas of prevention of gender-based violence, gender equity and gender analysis. • Project management and reporting. <p>Accountability: The position reports to the Health Promotion Manager. All staff are ultimately accountable to the Board of Governance via the CEO.</p> <p>Personal and Professional Development: There is an expectation that all staff undertake professional development and training relevant to their role and to the organisation’s needs and are committed to continuous knowledge and skill development.</p>
Key Result Areas	Team Leadership	<ul style="list-style-type: none"> • Supervise staff in the Gender Equality and Prevention of Gender-Based Violence team including developing work plans, staff supervision processes and performance reviews. • Manage the Gender Equality and Prevention of Gender-Based Violence team activities under WHIN’s Strategic Prevention plan, including project planning, evaluation and reporting. • Manage the Gender Equality and Prevention of Gender-Based Violence team projects, including the Women’s Health Services Preventing Violence Against Women Workforce Capacity Building Project (funded to June 2022). This includes monitoring contractual requirements and reporting. • Oversee WHIN’s fee-for-service training program in gender equity and preventing gender-based violence women, including managing income projection, income growth, training contracts and invoicing. • Provide advice on gender equity and preventing gender-based violence to the Manager, Health Promotion and the CEO.
	Development of High-Quality Health Promotion Strategies and Programs	<ul style="list-style-type: none"> • Lead the implementation and evaluation of the regional preventing violence against women strategy, <i>Building a Respectful Community Strategy 2022- 2026</i>. • Develop, deliver and evaluate innovative health promotion programs and strategies. Apply a gendered, intersectional and capacity building approach.

		<ul style="list-style-type: none"> • Develop, deliver and evaluate capacity building activities (including training, presentations, communities of practice, forums and events) for preventing violence against women, gender equity and gender analysis. • Develop resources that complement and support WHIN’s projects and programs.
	<p>Effective Partnering and Integrated Health Promotion Work</p>	<ul style="list-style-type: none"> • Develop and support effective, strategic partnerships with WHIN’s key stakeholders including local and state government, community health, primary care partnerships and primary health networks. • Convene and resource the Building a Respectful Community (BRC) Partnership, including the BRC Committee and BRC Steering Group. • Participate in partnerships and networks that are relevant to the health, safety and wellbeing of women. • Provide expertise and support to regional partners on preventing Gender-Based violence and gender equity. • Provide expertise and support to regional partners on taking positive action towards achieving workplace gender equality under The Gender Equality Act 2020. • Support and implement gender equality strategies relevant to local government and community health strategic, health and organisational plans.
	<p>Health Policy, Research and Advocacy</p>	<ul style="list-style-type: none"> • Develop submissions, reports, articles and conference presentations. • Contribute to WHIN’s communications including newsletters and social media. • Support and resource awareness-raising campaigns.
	<p>Collaboration and Teamwork</p>	<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, staff development and organisational planning. • Facilitate internal knowledge transfer of programs and strategies to support organisational understanding and ownership.
	<p>Organisational Development Health Policy, Research and Practice</p>	<ul style="list-style-type: none"> • Provide support and assistance to the Manager, Health Promotion and other WHIN colleagues, on integrated health promotion planning, implementation, evaluation and reporting. • 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, community development and/or a social policy discipline (or equivalent experience). 2. Understanding of and commitment to intersectional feminism and women’s health, safety and wellbeing. 3. Demonstrated understanding of gender equity and preventing gender-based violence theory and practice, including current policies and frameworks. 4. Experience in staff supervision and management. 5. Experience in building and maintaining strategic relationships and partnerships with a broad range of stakeholders. 6. Experience in the development, delivery and evaluation of training and resources for women’s health promotion. 7. Excellent communication skills – verbal, non-verbal and written. 8. Excellent project planning, time management and organisational skills.
	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. • Victorian driver’s licence.
Performance Monitoring	<p>Regular supervision will be provided and performance feedback provided.</p> <p>The Coordinator, Gender Equality and Prevention of Gender-Based Violence will be expected to participate in an annual performance and development planning process.</p>	
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 6 position in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS).</p> <p>The salary is 3% above the award, as per WHIN’s EA. The salary range is \$95,484 (Level 6, pay point 1) to \$99,698 (Level 6, pay point 3) per annum full time, plus superannuation.</p> <p>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 increases the value of the net salary (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 paid 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>
<p>Application Details</p>	<p>All applications <u>must contain a statement addressing each of the key selection criteria separately.</u></p> <p>Referees, including a recent line manager, will be required if applicants are shortlisted after interview.</p> <p>This position is only open to females and people whose gender identity is female (referred to as ‘women’) (exemption EOE H191-2017)</p> <p>Please send applications to the following email address with your name and ‘Confidential’ in the subject line to Kester Naismith at kester@whin.org.au</p>
<p>Further Information</p>	<p>If you have specific queries about this position, please contact Sue Rosenhain Manager, Health Promotion, at suer@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>Monday 29th November 2021 5pm</p>