



Position Details: Women's Health Promotion Officer – Preventing Gender-Based Violence

Position Title	Women's Health Promotion Officer – Preventing Gender-Based Violence.
Employment Type	0.8 EFT permanent position
Exemption	This position is only open to females and people whose gender identity is female (referred to as 'women') 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 Coordinator, Gender Equality and Preventing Gender-Based Violence.
Reports to	Coordinator, Gender Equality and Preventing Gender-Based Violence. The Women's 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.

WHIN's vision is that all women in the northern region have voice, choice and power in all aspects of their health and wellbeing.

WHIN addresses gender inequities and the determinants of women's health, safety and wellbeing through leadership, advocacy, research, knowledge translation and strategic partnerships.

WHIN convenes the Building a Respectful Community Partnership which is a regional platform that works together to prevent gender-based violence in a regional approach aligned to the [Building a Respectful Community Strategy 2022-2026](#) (The Strategy).

Position Summary

Key Objective	<p>The Health Promotion Officer – Preventing Gender-Based Violence is responsible for contributing to improved health, safety and wellbeing outcomes for women and gender diverse people in the northern metropolitan region of Melbourne.</p> <p>The primary objective of this position is to support the Team Coordinator, Preventing Gender-Based Violence in the coordination and delivery of The Strategy, as well as in implementing WHIN activities contributing to Building a Respectful Community Action Plans. To achieve this the role develops, delivers, and evaluates a range of initiatives to prevent gender-based violence and promote gender equality in line with WHIN's strategic directions.</p>
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	<p>As a part of the Health Promotion team, the Health Promotion Officer will contribute to the major administration and communication strategies of the organisation. This includes our website, social media, newsletters, and annual report.</p>
<p>Key capabilities and competencies</p>	<p>This role requires a thorough understanding of women’s health and wellbeing needs, including an understanding the structural factors that cause and maintain health inequities for women and gender diverse people.</p> <p>A theoretical and practical understanding of primary prevention population health approaches, gender equity and practical approaches to preventing gender-based violence is essential. As well as the ability to build effective partnerships with partner organisations and knowledge of participatory and co-creation approaches to partnership and collaboration.</p>
<p>Key Result Areas</p>	
<p>Drive the coordination and delivery of the BRC Strategy and Partnership.</p>	<ul style="list-style-type: none"> • Drive and support the Coordinator, Gender Equality and Preventing Gender-Based Violence in the implementation of <i>Building a Respectful Community Strategy 2022-2026</i> and subsequent iterations of the Strategy. • Actively support regional partners to build their capacity to prevent gender-based violence with a particular focus on those who are the most marginalised in the community. • Effectively manage BRC Partner communications including online communication platforms such as Basecamp and Better Impact. Manage administration of these systems. Develop regular monthly sector updates and manage distribution lists. • Conduct all aspects of orientation to the BRC Partnership for new representatives, including developing and maintaining the BRC Partnership introductory package. • Develop, deliver and evaluate innovative health promotion programs and strategies, applying a gendered, intersectional and capacity building approach. • Support identification of training, education, and community of practice session opportunities in preventing gender-based violence, gender equity and gender analysis. • Identify and develop resources that complement and support WHIN’s projects and programs in collaboration with the Preventing gender-based Violence and broader health promotion teams.
<p>Effective partnership management and engagement.</p>	<ul style="list-style-type: none"> • Support effective, strategic partnerships with WHIN’s key stakeholders including local government, community health and community services. • Convene and resource various reference groups, working groups or committees to deliver BRC Partnership collective actions, program development and implementation. • Participate in partnerships and networks that are relevant to the health, safety, and wellbeing of women.

<p>Health Policy, Research and Advocacy</p>	<ul style="list-style-type: none"> • Conduct research, data collection, analysis and literature reviews. • Develop submissions, reports, articles and conference presentations. • Contribute to WHIN's communications including newsletters and social media. • Support and resource awareness-raising campaigns, including 16 Days of Activism against Gender Violence and International Women's Day. • Implement key gender equity advocacy and strategies relating to local government and community health strategic and organisational plans.
<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. Work as a supportive and cooperative team member. • Participate in WHIN staff and team meetings and in whole-of-organisation staff development activities. • Participate in organisational strategic action planning. • Actively communicate knowledge of programs and strategies to support organisational understanding and ownership. • Demonstrate initiative and ability to work independently and collaboratively. Actively communicate and overcome barriers to information sharing. • Promote and model the value of self-improvement and be proactive in seeking opportunities for growth and new learning.
<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, to develop and deliver integrated health promotion planning, implementation, and evaluation activities. • Assist the Manager, Health Promotion as required, to fulfil WHIN's health promotion 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.
<p>Performance Monitoring</p>	<p>Regular supervision and performance feedback will be provided.</p> <p>The Health Promotion Officer will be expected to participate in an annual Performance and Development Planning process.</p>

Key Selection Criteria

Please note: all applications must contain a statement addressing each of the essential key selection criteria separately.

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. 2. Demonstrated knowledge and experience in gender equity and the link to prevention of gender-based violence, including an in depth understanding of the current policies and frameworks at both a State-wide and National level. 3. Demonstrated conceptual understanding and commitment to intersectional feminist theory and addressing gender inequities in relation to the health, safety and wellbeing of women and gender diverse people. 4. Demonstrated experience in the delivery of training, group facilitation and public presentations. 5. Demonstrated experience in stakeholder management and engagement, building and maintaining strategic relationships and partnerships with a broad range of stakeholders. 6. Excellent and demonstrated written communications skills, including report writing, resource development and the ability to adapt academic writing to simple English or translate knowledge effectively.
Desirable	<ol style="list-style-type: none"> 1. Knowledge of Melbourne's northern metropolitan region. 2. Ability to speak a language other than English. 3. Experience working with the local government and/or community health sectors. 4. Certificate IV in Training and Assessment. 5. Experience undertaking prevention of violence against women activities in local communities. 6. Current Victorian Drivers Licence.

Remuneration

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.

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.)

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.

WHIN has a time-in-lieu policy for overtime worked outside the 8.00 am – 7.00 pm designated flexi time arrangements.

Successful applicants will be required to enter into a Privacy and Confidentiality Agreement, submit proof of COVID-19 vaccination, undergo a police check, and obtain a Working with Children's permit if required.

Application Details

All applications must contain a statement addressing each of the key selection criteria separately. Details of how to do this can be found here: <https://careers.vic.gov.au/how-to-reply-to-selection-criteria>

Please send applications to info@whin.org.au with your name and 'Confidential' in the subject line.

Referees, including a recent line manager, will be required if applicants are shortlisted after interview.

CLOSING DATE FOR APPLICATIONS Monday 27 June at 5pm

Further Information

If you have specific queries about this position, please contact:

Melissa Collins

Coordinator, Gender Equality and Preventing Gender-Based Violence

melissa.c@whin.org.au