



POSITION DESCRIPTION

February 2017

Position	Project Support Worker
Program Stream	Family Violence Regional Integration Coordination
Employment Period	Part time 0.8 EFT 12 month fixed term position
Exemption	VCAT Exemption No. A128/2012 (subject to Equal Opportunity Act 2010)
Reports to	Regional Integration Coordinator
Remuneration	Salary and conditions based on qualifications and experience in accordance with the Women's Health West Enterprise Agreement 2010 level 3A, plus 9.5% superannuation. Generous salary packaging options available as per WHW policy. An initial probationary period will apply as part of the employment offer and contractual agreement.
Located	Women's Health West, 317-319 Barkly Street, Footscray Vic 3011

Organisational Context

The primary aim of the Family Violence Regional Integration Coordination (FVRIC) team is to provide strategic leadership in steering local level integration initiatives and activities that contribute to whole of government family violence system reforms. This includes facilitating development of relationships that support key agreements and protocols between partner agencies, and maintaining effective links with other regional coordinators, forums and networks. Activities are designed to support the achievement of the Western Integrated Family Violence Committee (WIFVC) priorities as set out in the WIFVC Action Plan. The WIFVC stakeholder group comprises representatives from agencies that are specifically funded to provide integrated family violence services in the west as well as a range of 'non-funded' agencies that are part of the broader integration process. The FVRIC team supports, and is accountable to, the WIFVC in its actions to enhance service development, coordination, integration and program planning. The team is auspiced by Women's Health West (WHW) and is expected to retain independence to enable examination of system requirements from a range of perspectives through a sound and transparent ethical and consultative process.

Position Purpose

The project support worker reports to the Family Violence Regional Integration Coordinator (FVRIC) and is part of the FVRIC team auspiced by WHW. The purpose of this position is to provide administrative, operational and project support to the FVRIC and WIFVC in line with the priorities set out in the action plan and family violence reforms. This will involve maintaining strong relationships with a variety of communities of interest in the integrated family violence service system, in particular to WIFV committee members, while actively promoting the development of a positive organisational and workplace culture in line with the principles and expectations of WHW.

KEY RESULT AREAS

Key Results Area (Outputs of the job, why is it done?)	Major Activities (What is done and how?)	Outcome Measurement (How will quantity, quality, timeliness or cost be measured?)
Delivery of integration and sector reform projects	Assist in planning and coordinating specific integration projects Event promotion and coordination Assist the FVRIC to evaluate and report on finalised projects Ensure funding requirements are met	Projects or events that support regional integration are delivered on time, as needed or requested Project reports are submitted to the WIFVC and other stakeholders in timely and transparent fashion Funding acquittals and expenditure is documented as required
Provide administrative support to the WIFVC, FVRIC and Chair	Plan bi-monthly WIFVC meetings and other working group meetings as requested Coordinate membership renewals and maintain membership database Prepare minutes, agenda and other relevant meeting documents Complete meeting actions and follow-up in timely way Provide information, research or analysis to the FVRIC and WIFVC members as and when requested	WIFVC meetings are conducted in orderly and regular fashion Up-to-date membership database Membership drive prior to June 30 each year Minutes, agendas and other documents are accurate and delivered in timely way to members Chair of the WIFVC provided with minutes, agenda and briefing one week ahead of WIFVC meetings Actions and follow-up are completed as per minutes ASAP or prior to next WIFVC meeting Annual appraisal confirms FVRIC and WIFVC members were provided with accurate information and analysis in timely way
Administration and documentation	Perform professional and accurate administration duties for the FVRIC Develop and maintain systems to effectively record and store files and documentation	FVRIC delegates diary management, filing, correspondence and general administration duties to Project Support Worker Straightforward filing systems established and maintained for use of FVRIC and Project Support Worker Record of projects and activities relevant to integration is maintained in hard and soft copy
Communications and website management	Maintain website content and ensure functionality Promote website and features to WIFVC members	Content is updated fortnightly and features of website adapted according to identified need or new learnings WIFVC members provide positive feedback on website via annual partnership evaluation Communication with WIFVC membership is relevant, timely and responds to feedback

	Gather feedback from WIFVC on preferred communication tools and techniques	E-newsletter delivered fortnightly to WIFVC membership
	Develop and distribute a monthly e-newsletter and schedule for updates to members	Appropriate electronic and written updates are delivered to members in an easy to understand and timely fashion
	Develop and distribute community resources including for sector reform projects	Community and other resources are distributed as documented in the WIFVC action plan or project plans
	Convey important information in clear and concise ways	
External relationship management	Maintain positive and productive relationships with WIFVC members, funded services and other stakeholders, including external project partners	Provide orientation info to new WIFVC members via email or verbally Relationships established with partners relevant to integration work or small projects
	Represent the WIFVC at meetings and other public forums in region	External relationships are positive and productive, as per annual reviews
	Provide assistance to other regional networks and committees as needed	Attendance and support at meetings, events and forums as directed by FVRIC

Contribute to the development and achievement of team and organisation goals through regular supervision and participation in professional development activities.

- In collaboration with the regional integration coordinator, participate in the development, monitoring and review of a clear work plan that sets out objectives, activities, outcomes and evaluation methods for this position.
- Participate in regular supervision and annual appraisal to discuss workload and professional development.
- Identify professional learning and development opportunities and participate in professional development training and activities, in tandem with the regional integration coordinator.
- Participate in induction processes and probationary reviews as required.
- Role model respectful and professional behaviour within the work environment at all times including displaying initiative, openness, honesty, genuineness and transparency.
- Participate in a culture of collective learning and collaborative work practices, including respectful and positive communication within the team and organisation.
- Participate in organisational continuous quality improvement and risk management frameworks as appropriate.
- Engage in activities and behaviours that actively promote the development of a positive organisational and workplace culture in line with the principles of the organisation.

Key Selection Criteria

Essential

- Tertiary qualifications in social or community services discipline and experience in administration, project work or similar. We will consider less formal qualifications with substantial years of relevant experience.
- Excellent administrative support skills, including simple database development and ability to take minutes
- Excellent IT skills, including intermediate Word formatting, intermediate Excel, document design and production, and Outlook
- Experience in web-based content management, preferably Wordpress

- Well-developed interpersonal and written communication skills
- Experience planning, implementing and evaluating small projects
- Event coordination experience
- Strong organisational and time management skills
- Capacity to exercise initiative as well as to work effectively within a team environment
- Ability to liaise with variety of stakeholders in a professional manner

Desirable

- Ability to conduct desktop research and analyse data
- General understanding and/or knowledge of the western suburbs
- Knowledge of local services
- Current drivers licence

PERFORMANCE MONITORING

An initial review of performance will be undertaken within **six months** of commencement, as per WHW's probationary policy and procedure. Annual appraisals and support for development will relate to the key result areas above.

REVIEW OF POSITION DESCRIPTION

This position description will be reviewed biennially as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

ADDITIONAL INFORMATION ABOUT WHW

1. Women's Health West is an equal opportunity employer with VCAT Exemption No. A128/2012.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. Employment is subject to the satisfactory completion of a national Police Record Check and where required, a Working with Children Check. An international police check is also required if you have lived or worked overseas for more than 12 months in the last 10 years.
4. In the context of work health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety or that of others. All incidents and injuries must be reported and staff must co-operate with any measures introduced in the workplace to improve WH&S.

FURTHER INFORMATION

If you have specific queries about this position please contact Maureen Smith on 9689 9588.

To apply for this position, please send your written application addressing the key result areas and key selection criteria marked 'Confidential' with three nominated referees, including your most recent line manager, to:

Regional Integration Coordinator
 Women's Health West
 317-319 Barkly Street
 FOOTSCRAY VIC 3011
 Email address: maureen@whwest.org.au

Closing Date: 9am Monday 27 February 2017