



## POSITION DESCRIPTION

### January 2019

<b>Position</b>	Health Promotion Coordinator – Policy and Evaluation
<b>Program Stream</b>	Strategy, Advocacy and Community Engagement
<b>Exemption</b>	VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010)
<b>Reports to</b>	Team Leader - policy, evaluation, mental health and wellbeing
<b>EA 2017 Classification</b>	Level 5
<b>Located</b>	Women's Health West, 317-319 Barkly Street, Footscray Vic 3011

### Organisational Context

Women's Health West (WHW) is the women's health service for the western metropolitan region of Melbourne. We focus on supporting women and their children to lead safe and healthy lives and on changing the conditions that cause and maintain inequity and injustice. We do this through two main complementary programs. Our health promotion program plans and implements activities designed to promote women's health, safety and wellbeing across the areas of sexual and reproductive health, mental health and the prevention of violence and discrimination. Our integrated family violence service provides a range of programs to women and children who experience family violence including court support, crisis housing and case management. We also provide services designed to promote healing and recovery such as women's and children's counselling.

We work collaboratively with communities, government and local agencies to influence public policy or change legislation, to improve access to services and resources, and to build individual, community and organisational capacity to improve the status of women. WHW is funded by local, state and federal government grants, and receives additional funding from benevolent trusts and philanthropic organisations.

### Position Purpose

The health promotion coordinator – policy and evaluation reports to the team leader – evaluation, policy and mental health and wellbeing and is a member of WHW's strategy, advocacy and community engagement (SACE) stream. This position is responsible for contributing to social policy and law reform debate at the local, state and national levels. It leads the development of submissions and gender analysis, with support from the team leader and SACE leadership team and supports and implements key gender equity advocacy campaigns and strategies. It is responsible for distilling and capturing key changes in policy and legislation that affect women's health, safety and wellbeing to disseminate to WHW staff and partners. The role will also lead the implementation of WHW's gender equity collective impact project. This involves building the capacity of SACE staff to increase rigorous evaluation practice and ensure evaluation aligns with WHW's theory of change. The role also contributes to collaboration across WHW programs and services to achieve organisational goals and objectives.

## Key Result Areas and Responsibility

### **Develop high-quality policy and law reform submissions and gender analysis and contribute to planning, implementation, monitoring and evaluating activities specified in the WHW integrated health promotion plan.**

- In consultation with the SACE leadership team, develop responses to public policy and law reform debates relevant to WHW's strategic priorities and health promotion priorities.
- Capture and distil changes in the policy and legislative environment as they relate to women's health, safety and wellbeing.
- In consultation with the team leader, lead the implementation of WHW's gender equity collective impact project.
- Use conceptual frameworks and research to monitor and evaluate health and wellbeing programs and initiatives.
- Write health promotion resources and reports such as project briefs, progress and final reports, manuals, MOU's, newsletter articles and other publications.
- Promote project initiatives, share lessons learnt and communicate information through publications, conference presentation and key forums and networks.
- Develop funding submissions for the ongoing delivery of health and wellbeing strategies that enhance equity and justice for women and girls in Melbourne's west.
- Performance of other duties that are within the range of the employee's skills, competency and training.

### **Develop and maintain collaborative partnerships and positive relationships with women, their communities and partner agencies to build gender equity capacities and respond to the key determinants of women's health.**

- Develop and maintain partnerships and relationships with health agencies, groups and networks to ensure collaboration and improved outcomes for women and girls in the western metropolitan region.
- Resource and support steering groups and committees and project reference groups for health promotion projects, where appropriate.

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

- In collaboration with the team leader, 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 work performance, and professional development.
- Identify professional learning and development opportunities and participate in professional development training and activities.
- Participate in induction processes and probationary reviews as required.
- Participate in the recruitment and orientation of SACE staff, where appropriate.
- Role model respectful and professional behaviour within the work environment at all times including displaying initiative, openness, honesty, genuineness and transparency.

### **Contribute to processes that ensure collaboration and integration across and between WHW programs and services to achieve organisational goals and objectives.**

- Participate in a culture of collective learning and collaborative work practices, including respectful and positive communication within the team and organisation.
- Actively participate in team, program, stream and staff meetings, working groups and committees, and stream planning days.
- Actively participate in cross team and cross-stream mechanisms designed to facilitate links within and between SACE and the whole organisation, ensuring that collaboration is embedded in all aspect of WHW's operations.
- Participate in organisational continuous quality improvement and risk management frameworks.

- 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 and the expectations of WHW's strategic plan.
- Engage in organisation-wide strategies, plans and events to enhance WHW's reciprocal engagement with our clients and communities, and the reconciliation plan and the feminist audit tool.
- Collaborate with WHW colleagues to identify current and emerging trends that impact on their areas of responsibility and support appropriate knowledge transfer and translation into their programs, projects and services.

### Key Selection Criteria

1. Relevant tertiary qualifications (such as health promotion, gender studies, social work, community development and/or a social policy discipline).
2. At least two years professional experience in health promotion practice and a strong understanding of the social determinants of women's health and wellbeing.
3. Strong understanding of health promotion, gender equity, community development and human rights.
4. Strong understanding of and experience in influencing social policy and law reform, including gathering information, planning, writing and editing policy submissions.
5. Strong understanding of and experience in implementing evaluation theories, particularly collective impact evaluation.
6. Experience in developing effective and collaborative working partnerships with external partners and agencies to improve program outcomes, in particular agencies and groups in the western metropolitan region.
7. A strong conceptual understanding of and commitment to intersectional feminism.
8. Capacity to exercise initiative as well as to work effectively within a team environment.
9. Excellent written and verbal communication skills and strong interpersonal skills.
10. Organisational and time management skills, as well as computer literacy.

### 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. H119/2017.
2. Aboriginal and Torres Strait Islander women, 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 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 the gender equity manager on 9689 9588.

To apply for this position, please send your written application responding to the key result areas and key selection criteria marked 'Confidential' to the address below. Please include three nominated referees, including your most recent line manager.

Recruitment  
Women's Health West  
317-319 Barkly Street  
FOOTSCRAY VIC 3011  
recruitment@whwest.org.au