



## POSITION DESCRIPTION

### February 2019

<b>Position</b>	Health Promotion Coordinator – 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 – Preventing Violence Together
<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 - evaluation reports to the team leader - preventing violence together (PVT) and is a member of WHW's strategy, advocacy and community engagement (SACE) stream. This position is responsible for contributing to the evaluation of the two regional partnerships led by Women's Health West: the Preventing Violence Together (PVT) partnership and the Action for Equity partnership.

With the support of the PVT team leader, this position's primary purpose is to work with partners to implement PVT's Shared Measurement and Evaluation Framework. With the support of the Action for Equity team leader, the successful candidate will also lead the development of a collective impact evaluation framework for the Action for Equity partnership, including the development of a theory of change.

## Key Result Areas and Responsibility

### **Implement the collective impact evaluation frameworks for the PVT and Action for Equity partnerships.**

- Use conceptual frameworks and rigorous evaluation methods to support the evaluation of PVT and Action for Equity work, and deliver high quality reports that meet the partnerships' standards and objectives.
- Support partners to use conceptual frameworks and translate evaluation theory to effectively integrate evaluation practices in their preventing violence activities.
- Mentor partners through the implementation of evaluation practices to build their capacity in outcome measurement.
- Provide expert evaluation advice to the PVT and Action for Equity partnerships in the development, implementation, management and reporting on their respective collective impact evaluation activities and related projects and initiatives.
- Identify gaps in partners' evaluation capacity and develop a capacity building plan.
- Produce resources and reports such as governance documents, project briefs, progress and final reports, manuals, MOUs, and other documents as needed.
- Lead the development of protocols that enable sharing of robust data to support strategic and operational decision making, communications and research needs of the PVT and Action for Equity partnerships.
- Promote project initiatives, share lessons learnt and communicate information through publications, conference presentation and key forums and networks.
- 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 PVT and Action for Equity partner agencies to ensure collaboration and improved outcomes for women and girls in the western metropolitan region.
- In collaboration with partner agencies, implement comprehensive knowledge management systems to enable data collection for evaluating collective impact.
- Resource and support steering groups and committees and project reference groups for evaluation, 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, and outcomes.
- 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' experience in primary prevention evaluation practice.
3. Thorough understanding and application of relevant theories, principles and concepts as they relate to evaluation theory and practice.
4. Strong analytical and conceptual skills, including the ability to plan, implement and review projects and activities.
5. Strong understanding of health promotion, gender equity, community development and human rights.
6. Experience in developing effective and collaborative working partnerships with external partners and agencies to improve program outcomes.
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 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](mailto:recruitment@whwest.org.au)