



POSITION DESCRIPTION

June 2016

Position	Team Leader - Preventing Violence Together
Program Stream	Strategy, Advocacy and Community Engagement
Exemption	VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010)
Reports to	Manager - Health Promotion
EA 2017 Classification	Level 6
Located	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 Preventing Violence Together team leader reports to the health promotion manager and is a member of the leadership team at WHW. This position is responsible for providing daily leadership, management and coordination of a range of initiatives that contribute to the prevention of violence against women and children in the western metropolitan region. This is achieved through coordinating, participating in and, where relevant, leading the delivery of primary prevention projects, collaborative partnerships and activities designed to build gender equity and respond to the key determinants of violence against women. As a team leader in the health promotion program, this position contributes to the formulation of public policy responses relevant to WHW's strategic priorities and is responsible for developing a range of health promotion resources including project reports, manuals and publications. The position provides operational support and direction to the Preventing Violence Together project coordinators to enhance project delivery and improve outcomes for women in this priority area. This leadership role extends to ensuring collaboration and integration across and between WHW programs and services to achieve organisational goals and objectives.

Key Result Areas and Responsibility

Coordinate the effective management and delivery of the Preventing Violence Together partnership and related projects, including planning, implementation, monitoring and review of activities specified in the WHW integrated health promotion plan.

- Contribute to the development, implementation, monitoring and review of the four-year integrated health promotion plan and annual organisational health promotion plans and reports in relation to Preventing Violence Together projects and initiatives.
- Lead the planning, implementation and evaluation of the Preventing Violence Together partnership (*Preventing Violence Together – the Western Region Action Plan to Prevent Violence Against Women*) and gender transformative health promotion projects and activities relevant to this priority area, in tandem with communities of interest.
- Support health promotion coordinators to use conceptual frameworks and translate theory and research into evidence-based prevention of violence against women programs and initiatives.
- Contribute to the formulation of responses to public policy debates relevant to WHW's strategic priorities and the IHP plan, in consultation with the health promotion manager and the strategy, advocacy and community engagement director.
- Write, review and edit health promotion resources such as project briefs and reports, manuals, MOU's, newsletter articles and publications.
- Actively promote project initiatives, share lessons learnt and communicate information collaboratively through publications, conference presentations and key events.
- Contribute to identifying and securing new revenue sources relevant to the prevention of violence against women in tandem with the health promotion manager and project staff.
- Contribute to the development and monitoring of the Preventing Violence Together program expenditure in line with program goals, and ensure sound financial management so that all reporting obligations and budgetary goals are met, and sustainability and appropriate development of programs achieved.
- Contribute to program continuous quality assurance processes and programs.
- Oversee the collection of program evaluation data and monitor program goals.
- Provide written staff and program status reports to health promotion manager where necessary or as required.
- Performance of other duties that are required that are within the range of the employee's skills, competency and training.

Develop and maintain collaborative partnerships and positive relationships with communities and organisations that work to build gender equity and respond to the key determinants of violence against women.

- Contribute to the regional Preventing Violence Together partnership by resourcing the executive governance committee and participating in project and partnership governance.
- Engage with regional networks and services around family violence prevention within Aboriginal and Torres Strait Islander communities.
- Proactively build the capacity of communities and organisations to prevent violence against women and promote gender equity through research, training and resource provision.
- Represent WHW aims and interests in key health promotion networks, on committees and in relevant public forums in a manner that strengthens WHW's profile and influence.
- Participate in steering groups, committees and project reference groups for health promotion projects where appropriate.
- Provide oversight of community education and information provision to other service providers and networks as required.

Provide supervision and effective human resource management for the preventing violence together project coordinators, fostering a collaborative culture in line with organisational values, building workforce capability and undertaking succession planning for a sustainable organisation.

- Have responsibility for the recruitment and induction of project coordinators.

- Develop, monitor and review, in collaboration with project coordinators, a clear work plan relating to their area(s) of responsibility that sets out objectives, activities, outcomes and evaluation methods.
- Engage in and provide regular supervision tailored to the needs of project coordinators to support their ability to develop, implement and evaluate high quality health promotion projects consistent with the WHW IHP and strategic plans.
- Facilitate regular meetings with project coordinators to support the development of the team and their ability to provide efficient and effective operational services.
- Undertake annual performance development and action planning, and engage in regular reviews of project coordinators to encourage development of high quality program delivery.
- Identify personal and professional development opportunities for project coordinators arising from the annual appraisal process.
- Monitor project coordinator's leave entitlements, including personal leave, annual leave, flexitime and time in lieu.
- Undertake a probationary review with each new project coordinator and offer an exit interview to each exiting staff member in line with WHW policies.
- Ensure any concerns about staff performance and/or behaviour are dealt with in a timely manner, supporting staff to improve performance and/or resolve any concerns.
- Ensure equitable and adequate staff workloads and timely service delivery.
- Role model respectful and professional behaviour within the work environment at all times displaying leadership, initiative, openness, honesty, genuineness and transparency.

Provide leadership to ensure collaboration and integration across and between WHW programs and services to achieve organisational goals and objectives.

- Play a leadership role in program, team, stream, leadership and staff meetings and planning days.
- 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.
- Support team contributions to the development and implementation of organisation-wide strategies, plans and events to enhance WHW's reciprocal engagement with our clients and communities, including the client and community participation plan, the reconciliation plan and the feminist audit tool.
- Build, lead and actively participate in cross-team and cross-stream mechanisms designed to facilitate links within and between the preventing violence against women priority area, the health promotion team, SACE stream and the whole organisation, ensuring that collaboration is embedded in all aspects of WHW's operations.
- Lead by example and actively work to progress organisational continuous quality improvement and risk management frameworks.
- Lead and 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.

Key Selection Criteria

1. Appropriate tertiary qualifications (such as health promotion, social work, community development or gender studies).
2. Thorough understanding and application of relevant theories, principles and concepts as they relate to partnership engagement, co-design, the social determinants of health and primary prevention of violence against women.
3. Demonstrated understanding of health promotion, community development, human rights and gender equity frameworks and their use in improving outcomes for women.
4. At least three years' experience in project management focused on prevention of violence against women, including the development and monitoring of budgets.
5. Demonstrated supervisory experience.

6. Experience in evaluating health promotion programs.
7. Well-developed report and submission writing skills, including an ability to edit documents.
8. Experience in developing effective and collaborative working relationships with external partners and agencies to improve program outcomes, in particular existing health agencies, groups and networks in the western metropolitan region.
9. Well-developed understanding of women's health policy and practice and a demonstrated ability to influence public policy debates and initiatives.
10. Demonstrated commitment to the provision of high quality services, feminist policy and practice, and a culture of respect, collaboration and continuous learning.
11. Well-developed interpersonal and communication skills that support the capacity to lead and develop staff teams for the successful achievement of strategic and operational goals.
12. Strong analytical and conceptual skills, including the ability to plan, implement and review projects and activities.
13. Sound computer skills including use of data base applications.

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. Aboriginal and Torres Strait Islander people, and those who speak languages other than English, are encouraged to apply.
2. 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.
3. 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 health promotion manager on 9689 9588.

To apply for this position, please send your written application addressing 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