



Position Details	Position Title	Women's Health Sexual and Reproductive Health Coordinator
	Employment Type	Full time permanent position
	Remuneration	<p>Salary and conditions are in accordance with Women's Health In the North's Enterprise Agreement 2017. The classification for this position is commensurate to Level 6 of SCHCADS Award. Base salary is \$78,803–\$82,399 depending on years of relevant experience. Please note that WHIN's Enterprise Agreement 2017 (currently before Fair Work Australia – pending) includes a 3% above award salary.</p> <p>Salary packaging is available and subject to legislative requirements and in accordance with WHIN's policy.</p> <p>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.</p> <p>An initial three month probationary period will apply as part of the employment offer. Privacy and confidentiality agreement and police/working with children check will be required.</p>
	Exemption	EEO H191/2017. This position is only open to women.
	Location	Women's Health In the North 680 High St, Thornbury, Victoria, 3071
	Reports to	<p>Manager, Health Promotion.</p> <p>The Women's Health Promotion Officer is a member of the Health Promotion Team.</p>
Organisational Context	<p>WHIN's vision is that all women in the northern region have voice, choice and power in all aspects of their health and wellbeing.</p> <p>WHIN is the regional women's health service which operates in Melbourne's northern suburbs.</p> <p>WHIN addresses gender inequities and the determinants of women's health, safety and wellbeing through leadership, advocacy, research, knowledge translation and strategic partnerships.</p>	
Position Summary	Key Objective	The Sexual and reproductive Health Coordinator is responsible for contributing to improved health, safety and wellbeing outcomes for women in the northern metropolitan region of Melbourne. The role involves the development, delivery and

		<p>evaluation of effective and integrated women’s health programs and strategies.</p> <p>An understanding of women’s health and wellbeing needs and the structural factors that cause and maintain health inequities are vital in this role. A theoretical and practical understanding of population health, gender equity and community development approaches is required.</p> <p>The Coordinator will focus on the following areas:</p> <ul style="list-style-type: none"> <li>• Sexual and reproductive health</li> <li>• Gender equity and gender analysis</li> <li>• Implementation and evaluation of the regional sexual and reproductive health (SRH) strategy, <a href="#">A Strategy for Going South In the North 2016-2021</a></li> <li>• Implementation and evaluation of the Family and Reproductive Rights Education Program. This involves responsibility for supervision of another member of the team</li> <li>• Project management and evaluation.</li> </ul>
Key Result Areas	Development of High Quality Health Promotion Strategies and Programs	<ul style="list-style-type: none"> <li>• Lead the implementation and evaluation of the regional SRH strategy <i>A Strategy for <a href="#">Going South In the North 2016-2021</a></i>.</li> <li>• Oversee the implementation and evaluation of the Family and Reproductive Rights Education Program.</li> <li>• Actively support regional partners to build their capacity to respond to the health, safety and wellbeing of women especially those who are most marginalised in the community.</li> <li>• Develop, deliver and evaluate innovative health promotion programs and strategies. Apply a gendered, intersectional and capacity building approach.</li> <li>• Deliver education and information on women’s sexual and reproductive health.</li> <li>• Develop resources that complement and support WHIN’s projects and programs.</li> </ul>
	Effective Partnering and Integrated Health Promotion Work	<ul style="list-style-type: none"> <li>• Develop and support effective, strategic partnerships with WHIN’s key stakeholders including local government, community health, primary care partnerships and primary health networks.</li> <li>• Convene and resource the Northern Metropolitan Region Sexual and Reproductive Health Leadership Group.</li> <li>• Convene and resource the Northern Metropolitan Region Sexual and Reproductive Health Network.</li> <li>• Participate in partnerships and networks that are relevant to the health, safety and wellbeing of women.</li> </ul>

		<ul style="list-style-type: none"> <li>• Support and implement gender equality strategies relevant to local government and community health strategic and organisational plans.</li> <li>• Support and implement key sexual and reproductive health advocacy and strategies relating to local government and community health strategic and organisational plans.</li> </ul>
	Health Policy, Research and Advocacy	<ul style="list-style-type: none"> <li>• Develop submissions, reports, articles and conference presentations.</li> <li>• Develop resources and information to support WHIN's work.</li> <li>• Contribute to WHIN's communications including newsletters and social media.</li> <li>• Support and resource awareness-raising campaigns.</li> </ul>
	Collaboration and Teamwork	<ul style="list-style-type: none"> <li>• Actively participate as a member of the Health Promotion Team and work collaboratively to achieve team and organisational goals.</li> <li>• Participate in staff and team meetings and staff development.</li> <li>• Participate in organisational planning.</li> <li>• Facilitate internal knowledge transfer of programs and strategies to support organisational understanding and ownership.</li> </ul>
	Organisational Development Health Policy, Research and Practice	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist the Manager, Health Promotion to fulfil reporting requirements.</li> <li>• Apply the organisation's vision, mission and values in order to achieve WHIN's strategic objectives and priorities.</li> <li>• Be actively involved in a learning organisation including continuous quality improvement and accreditation processes.</li> </ul>
Key Selection Criteria	Essential	<ul style="list-style-type: none"> <li>• Tertiary qualifications and experience in health promotion, gender studies, community development and/or a social policy discipline</li> <li>• Knowledge and experience in women's sexual and reproductive health issues and the current policies and frameworks</li> <li>• Conceptual understanding and commitment to feminist theory and addressing gender inequities in relation to women's health, safety and wellbeing</li> <li>• Experience in the delivery of training and group facilitation and the development of resources</li> </ul>

		<ul style="list-style-type: none"> <li>• Demonstrated experience in building and maintaining strategic relationships with a broad range of stakeholders</li> <li>• Demonstrated high quality communications skills including report writing and public presentations</li> <li>• Experience in staff supervision</li> <li>• Experience in project management</li> <li>• Strong planning, time management and organisational skills</li> <li>• Ability to work both independently and as part of a team and respond flexibly to team demands and priorities</li> <li>• Victorian Driver’s Licence</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Knowledge of Melbourne’s northern metropolitan region</li> <li>• Ability to speak a community language</li> <li>• Experience working with the local government and/or community health sectors</li> <li>• Prior experience undertaking sexual and reproductive health promotion activities in local communities</li> <li>• Ability to analyse and interpret data and research relating to SRH</li> <li>• Certificate IV in Workplace training and Assessment</li> </ul>
Performance Monitoring		<ul style="list-style-type: none"> <li>• Regular supervision will be provided and performance feedback provided</li> <li>• The Health Promotion Officer will be expected to participate in an annual Performance and Development Planning process.</li> </ul>
Application Details		<p>All applications must contain a statement addressing each of the key selection criteria and three nominated referees including your most recent line manager. <b>Applications that do not contain this information will not be considered.</b></p> <p>This position is open to women only. WHIN holds Equal Opportunities Exemption EOE 191/2017.</p> <p>Please send applications to the following email address with your name and ‘Confidential’ in the subject line:  <a href="mailto:info@whin.org.au">info@whin.org.au</a></p>
Further Information		<p>If you have specific queries about this position, please contact Sandra Morris, Manager, Health Promotion on 94841666 or <a href="mailto:SandraM@whin.org.au">SandraM@whin.org.au</a>.</p> <p>If Sandra is unavailable please contact Helen Riseborough, CEO, at <a href="mailto:helenr@whin.org.au">helenr@whin.org.au</a>.</p> <p>For more information go to WHIN’s website:  <a href="http://www.whin.org.au/about-us/work-available/">http://www.whin.org.au/about-us/work-available/</a></p>

		<b>CLOSING DATE FOR APPLICATIONS:</b>
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