



Position Details	Position Title	Health Promotion Officer – Gender Equity Training
	Employment Type	0.6 EFT – to 30 June 2021
	Remuneration	<p>All staff are employed under the conditions set out in WHIN's current Employment Agreement (EA). This role is classified as a level 5 position in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS). WHIN's EA provides for salaries to be set at 3% above award. The salary range, including the 3% above award, is \$81,431 (pay point 1 Year 1) to \$85,739 (pay point 3 Year 6+) per annum full time, plus superannuation. The pay point will be negotiated according to education, training and years of relevant experience in similar organisations and/or roles. All other conditions of employment are in accordance with WHIN's EA.</p> <p>The organisation offers employees the opportunity of salary packaging of up to \$16,050 per annum (\$30K grossed up). Salary packaging can increase the value of the net salary by up to \$90 per week (depending on personal taxation situation). (Salary packaging is 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 (as these fall on normal days worked) and generous personal leave arrangements apply.</p> <p>WHIN has a time-in-lieu policy for overtime worked outside the 8.00 am – 7.00 pm designated flexi time arrangements.</p> <p>An initial six-month probationary period will apply as part of the employment offer.</p> <p>Successful applicants will be required to enter into a Privacy and Confidentiality Agreement and undergo a police check.</p>
	Exemption	EOE H191/2017 – this position is open to women only.
	Location	Women's Health In the North 680 High St, Thornbury, Victoria, 3071
	Reports to	Coordinator, Preventing Violence Against Women The Women's Health Promotion Project Officer is a member of the Health Promotion Team.
Organisational Context		WHIN is the regional women's health service which operates in Melbourne's northern suburbs.

		<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 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	<p>The Health Promotion Officer – Gender Equity Training is responsible for the coordination, development, delivery and evaluation of training to promote gender equity and prevent violence against women.</p> <p>The role is part of the Health Promotion Team and contributes to improved health, safety and wellbeing outcomes for women in the northern metropolitan region of Melbourne. 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 intersectionality is required.</p> <p>The key tasks for the Health Promotion Officer – Gender Equity Training include:</p> <ul style="list-style-type: none"> • Deliver and evaluate training and consultancy on gender equity and preventing violence against women in workplace and community settings. • Increase WHIN's fee-for-service training income and expand WHIN's reach into new sectors. • Generate, respond to and coordinate training requests. • Support the implementation of WHIN's gender equity, preventing violence against women and health promotion projects.
Key Result Areas	Development of High Quality Health Promotion Strategies and Programs	<ul style="list-style-type: none"> • Coordinate, develop, deliver and evaluate training on gender equity and preventing violence against women in workplace and community settings. • Provide expertise and consultancy on gender equity and preventing violence against women to organisations or projects across the region. • Prepare reports, training materials and other resources that support WHIN's gender equity training. • Increase WHIN's fee-for-service training income and expand WHIN's reach into new sectors.
	Effective Partnering and Integrated Health Promotion Work	<ul style="list-style-type: none"> • Develop and support effective, strategic partnerships with WHIN's key stakeholders including local government, community health and primary care partnerships. • Develop partnerships with new stakeholders from diverse sectors, including corporate settings.

		<ul style="list-style-type: none"> • Participate in partnerships and networks that are relevant to the health, safety and wellbeing of women.
	Health Policy, Research and Advocacy	<ul style="list-style-type: none"> • Develop submissions, reports, articles and conference presentations. • Contribute to WHIN's communications including newsletters and social media. • Support awareness-raising campaigns, including 16 Days of Activism against Gender Violence and International Women's Day.
	Collaboration and Teamwork	<ul style="list-style-type: none"> • Actively participate as a member of the Health Promotion team and work collaboratively to achieve team and organisational goals. • Participate in staff and team meetings and staff development. • Participate in organisational planning. • Facilitate internal knowledge transfer of programs and strategies to support organisational understanding and ownership.
	Organisational Development	<ul style="list-style-type: none"> • 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. • Apply the organisation's vision, mission and values in order to achieve WHIN's strategic objectives and priorities. • Be actively involved in a learning organisation including continuous quality improvement and accreditation processes.
Key Selection Criteria	Essential	<ol style="list-style-type: none"> 1. Tertiary qualifications in health promotion, gender studies, community development and/or a social policy discipline (or equivalent experience). 2. Demonstrated knowledge of gender equity and preventing violence against women theory and practice, including current policies and frameworks. 3. Understanding of and commitment to intersectional feminism and addressing gender inequities in relation to women's health, safety and wellbeing. 4. Extensive experience in planning, delivering and evaluating training on gender equity and preventing violence against women. 5. Experience in building and maintaining strategic relationships and partnerships with a broad range of stakeholders. 6. Excellent communication skills – verbal, non-verbal and written. 7. Strong project planning, time management and organisational skills.

		<p>8. Ability to work both independently and as part of a team and respond flexibly to team demands and priorities.</p> <p>The successful applicant will also be required to hold a Victorian driver's licence.</p>
	Desirable	<ul style="list-style-type: none"> • Knowledge of Melbourne's northern metropolitan region. • Ability to speak a language other than English. • Experience working with the local government and/or community health sectors. • Certificate IV in Workplace Training and Assessment.
Performance Monitoring		<p>Regular supervision will be provided and performance feedback provided.</p> <p>The Health Promotion Officer will be expected to participate in an annual Performance and Development Planning process.</p>
Application Details		<p>All applications must contain a statement addressing <u>each of the key selection criteria separately</u> and three nominated referees, including your most recent line manager. Applications that do not contain this information will not be considered.</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: info@whin.org.au</p>
Further Information		<p>If you have specific queries about this position, please contact Sandra Morris, Manager, Health Promotion, on sandram@whin.org.au.</p> <p>For more information go to WHIN's website: http://www.whin.org.au/about-us/work-available/</p> <p>CLOSING DATE FOR APPLICATIONS:</p> <p>9am, Monday 27th July 2020</p>