

Gippsland Women's Health Inc.

Advocating for an equal and respectful Gippsland for all women

Position Details	
Position Title	Health Promotion Officer
Employment Type	0.6 EFT This is an ongoing position subject to continued funding from the Victorian Women's Health Program. The appointment is subject to satisfactory completion of a six (6) month probationary period.
Conditions of Employment	<p>This position has a regional focus so travel in the region may be required, including overnight stays. Travel to Melbourne or elsewhere in Victoria may be required from time to time.</p> <p>All personal expenses associated with work travel are reimbursed according to GWH policies.</p> <p>Salary packaging is available, with the ability to work flexible hours</p> <p>In addition all new appointments are;</p> <ul style="list-style-type: none"> • Subject to a six month probationary period. • Required to abide by the GWH Privacy and Confidentiality Agreement. • Required to abide by the GWH Code of Conduct Agreement. • Required to undergo a police check. • Must ensure that the confidentiality of women is always respected and upheld.
Classification and Salary	This position will be paid under the SCHADS Modern Award Level 4-5 (depending on experience) and GWH Enterprise Agreement 2011 including superannuation at the current legislated rate.
Exemption	EOE H311/2018 – this position is open only to women and people whose gender identity is female.
Location	This position is based at the Gippsland Women's Health office, 56B Cunningham Street, Sale, with a regional focus so travel in the region may be required, including overnight stays. Under flexible work arrangements some variation in location is possible by mutual agreement. Occasional travel to Melbourne or elsewhere in Victoria may be required.
Reports to	Coordinator Integrated Programs
Organisational Context	Gippsland Women's Health (GWH) was established in 1991 as the regional women's health service in the rural Gippsland region. We are a not for profit health promotion charity run by women for women. GWH is the lead organisation for gender equity, women's health, prevention of violence against women, and family violence system leadership in Gippsland. GWH encompasses the

	<p>municipalities of East Gippsland, Wellington, Latrobe, South Gippsland, Bass Coast and Baw Baw Shires.</p> <p>Working within a feminist framework GWH addresses the social, political and environmental causes of gender inequalities impacting the health and wellbeing of women in the region, through research, advocacy for systemic change, training and external capacity building. Our priority action areas are to advance Gender Equality, Prevention of Violence against Women, and to improve Women's Sexual and Reproductive Health.</p> <p>Our vision is an equal and respectful Gippsland for all women.</p>
Position Summary	
Key Objective	<p>The GWH Health Promotion Officer is integral in the planning, implementation and evaluation of GWH Integrated Health Promotion Plan in line with the directions of the Department of Health and Human Services, current policy and research developments and in collaboration and liaison with other relevant agencies in the region. GWH Health Promotion Officer will take a lead role on projects currently underway, and on the development and delivery of new projects, in the following key areas:</p> <ul style="list-style-type: none"> • Gender Equity • Prevention of Violence against Women (PVAW) • Sexual and Reproductive Health • Mental Health
Key Responsibility Areas	<ol style="list-style-type: none"> 1. Promote the vision, values and priorities of Gippsland Women's Health. 2. Assist with the implementation of the GWH Strategic Plan as well as the Gippsland Sexual and Reproductive Health Strategy and the Gippsland Strategy for the Prevention of Violence against Women. 3. Development of high-quality health promotion strategies and programs based on community development principles to: <ul style="list-style-type: none"> • Actively support regional partners to build their capacity • Develop, deliver and evaluate innovative health promotion programs and strategies. Apply a gendered, intersectional and capacity building approach. • Experience in delivering community education and working collaboratively with partner organisations. • Ensure the effective planning, implementation and evaluation of GWH portfolio programs • Develop resources that complement and support GWH's projects and programs • Support and implement key prevention of violence against women advocacy and strategies relating to local government and community health strategic and organisation plans. 4. Effective partnering and integrated health promotion work by: <ul style="list-style-type: none"> • Developing and supporting effective, strategic partnerships with GWH's key stakeholders. • Participate in partnerships and networks that are relevant to the health, safety and wellbeing of women.

	<ol style="list-style-type: none"> 5. Research and Advocacy <ul style="list-style-type: none"> • Develop submissions, reports, articles and conference presentations • Contribute to GWH's communications including newsletters and social media • Support and resource awareness-raising campaigns, i.e. 16 days of activism to promote gender equality 6. 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 7. Organisational Development and Practice <ul style="list-style-type: none"> • Assist the Coordinator Integrated Programs as required, to fulfil GWH's reporting requirements. • Apply the organisation's vision, mission and values in order to achieve GWH's strategic objectives and priorities • Be actively involved in a learning organisation including continuous quality improvement and accreditation processes
Other duties as required	Undertake any other duties reasonably required
Key Selection Criteria	
Essential	<ul style="list-style-type: none"> • Tertiary qualifications and experience in health promotion, public health, gender studies, education, or a community development discipline • Knowledge and experience in developing, delivering and evaluating complex community development initiatives • Program planning and evaluation skills that are outcomes focused • Demonstrated experience in the delivery of training, group facilitation and public presentations • Demonstrated experience in building and maintaining strategic relationships and partnerships with a broad range of stakeholders. • Experienced user of Microsoft Office toolset • Excellent communication skills (oral and written) and computer literacy, including report writing and resource development • Strong planning, time management and organisation skills • Ability to work both independently and as part of a team and respond flexibly to team demands and priorities • Commitment to working within the feminist philosophy of Gippsland Women's Health • Valid Victorian driver's licence • Police and Working with Children's check
Desirable	<ul style="list-style-type: none"> • Experience in gender equality, sexual and reproductive health, or prevention of violence against women programs will be highly regarded • Proven leadership experience within a community development setting • Aboriginal and Torres Strait Islander women are encouraged to apply

Expected Personal Characteristics	<ul style="list-style-type: none"> • A high degree of self-motivation • Honesty and integrity • A mature, collaborative approach
Application Information	
Apply	<p>Written applications addressing the Key Selection criteria (including a cover letter), marked 'Confidential', with three nominated referees, including your most recent line manager to:</p> <p>Manager - Business Operations Gippsland Women's Health PO Box 664, 56b Cunninghame Street, Sale Vic 3850</p> <p>Email: careers@gwhealth.asn.au</p>
Further Information	<p>If you have specific queries about this position, please contact Janine Pilgrim, Manager - Business Operations, Gippsland Women's Health on (03) 5143 1600.</p> <p>For more information go to GWH website: www.gwhealth.asn.au</p> <p><u>Only</u> applications addressing the key selection criteria will be considered.</p> <p>Closing date for applications: 9.00am Monday 24 August, 2020.</p>