

POSITION DESCRIPTION

Health Coordinator

Experts by Experience Health Project

Workforce Development Program on Gender & Disability

POSITION CONTEXT

Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities.

WDV has a strategic priority to promote the access of women with disabilities to health. The Experts by Experience Health Project contributes to delivery of this priority by:

- Scoping and developing health resources and training for women with disabilities.
- Delivering training and capacity-building activities to enable utilization of the resources
- Providing peer education and capacity building for and with women with disabilities

This position will be responsible for

- Leading the Health Experts by Experience project, and coordination, training and professional development of the Experts by Experience Health Team. Members of the group are women with disabilities who support the Program by sharing their lived experience of disability, with a focus on health and gender equity.
- The position will also be responsible for the co-design, development, promotion and dissemination of health resources to improve the health outcomes of women with disabilities, and collaborating with project partners and supporting stakeholder engagement in the project.

EMPLOYMENT CONDITIONS

- Classification:** Women's Health Victoria Enterprise Agreement 2007
Level 4, Year 3 – 4 \$75,349 - \$78,092 based on experience
(pro-rata)
- Hours of Work:** 0.8 EFT or 1 EFT (60.80hrs or 76 hours per fortnight)
- Tenure:** This position is from the date of appointment to 31 July 2022.
- Position Location:** 255 Bourke Street, Melbourne. All WDV staff are working from home until further notice under Covid-19 State of Emergency).

Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome
- Successful candidate must possess Australian Citizenship or permanent resident status with applicable work visa.
- WDV is a smoke free workplace
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realising substantive equality for women and women with disability

POSITION OBJECTIVES

This position will be responsible for overall project coordination, training, and professional development and oversight of the Experts by Experience Health Team. Members of the group are women with disabilities who support the Program by sharing their lived experience of disability, with a focus on health and gender equity.

The position will also be responsible for supporting the co-design, development, promotion and dissemination of health resources to improve the health outcomes of women with disabilities.

KEY RESPONSIBILITIES

Coordinate the Experts by Experience Working Group

- Develop, implement and monitor a project plan to ensure the project objectives and deliverables are defined and met.
- Recruit a diverse group of women with lived experience of disabilities.
- Coordinate the Experts by Experience Health team.
- Provide supervision, support and coaching to the EBE Health team.
- Tailor and implement training, capacity building and professional development to the EBE Health team.
- Co-deliver train the trainer on development resources to the EBE Health team with the EBE Health Resource Development Project Officer

Support Resource Development

- Contribute to the development, delivery and evaluation of high quality gender and disability health resources
- Contribute to the incorporation of lived experience to ensure disability inclusive practice and enhance training and resources
- Ensure resources are accessible to a wide range of audiences with different information and access requirements
- Encourage and support the involvement of women with disabilities in development and evaluation of resources

Training

- Support delivery of health capacity building training as train the trainer and a co-trainer and co-facilitator as needed.
- Project Management
- Coordinate the planning and project delivery of the Health Experts by Experience project, including participation in key project activities.
- Deliver the project within timelines and budget.
- Administer Project Advisory mechanisms.
- Coordinate program support requests to project support officer for the EBE health project when required
- Undertake project evaluation and reporting in line with funding requirements, under the oversight of the Health Services Manager
- Other duties as required

GENERAL RESPONSIBILITIES

The following responsibilities are required to be carried out by all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- Provide verbal and written reports and activities data as appropriate
- Active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- Work within organisational policies, procedures and the Enterprise Agreement
- Undertake other duties as directed within each person's scope and abilities
- Health, safety & wellbeing requirements:
 - I. Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors
 - II. Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture
 - III. Follow OHS standards, and raise any concerns in the appropriate manner.

OHS ADVICE FOR THIS POSITION

1. This position may require the following duties to be carried out:
 - Extended time in front of screens and sitting at desks
 - Occasional overnight travel for training delivery
 - Coordination of setup and delivery of training, meetings and other events
2. Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

ORGANISATIONAL RELATIONSHIPS

Internal Relationships

- Contribute to the culture of the decision making processes incorporating co-operation, collaboration and shared accountability with other staff, and the Board.
- The position will report to the Health Services Manager, Workforce Development Program.
- The position will also collaborate with the Health Promotion Resource Development Officer
- The position has the Health Experts by Experience team as direct reports.

External

- Build and maintain effective relationships with project partners, consultants and key stakeholders.
- Contribute to developing strategic partnerships to support dissemination of WDV information and program resources.
- Encourage and facilitate involvement of WDV members and women with disabilities in the project.

Accountability

- Report on delivery of agreed performance measures to the Health Services Manager, Workforce Development.
- Provide timely milestone reports to funders via the Program Manager

KEY SELECTION CRITERIA: (This must be addressed in your Application)

1. A demonstrated commitment to the values and principles underpinning WDV
2. A lived experience of disability and willingness to utilise lived experience purposefully to advance the rights of women with disabilities in a health context.
3. Demonstrated skills and experience in project management, including planning, implementation, evaluation and reporting.
4. Demonstrated knowledge, skills, qualifications and experience in the delivery of information/ or services in the health/health promotion sector
5. Demonstrated experience coordinating and supervising a team, including building a positive, collaborative, equitable and accessible culture.
6. Capacity to plan, develop, source, deliver and evaluate training and professional development to elevate the skills of women with disabilities in the health sector
7. Highly developed communication and facilitation skills, with ability to communicate with a range of audiences with diverse communication styles
8. Capacity to manage relationships with partners, consultants and stakeholders
9. Demonstrated ability to work with limited supervision, manage competing priorities and find creative solutions to problems
10. Capacity to respond effectively and appropriately to disclosures of violence
11. Lived experience of disability is highly desirable.

POSITION CLASSIFICATION: Level 4 (WHV EBA 2007 descriptors)

WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION

Definitions:

- I. Work is likely to be under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the management and output of the work of others and for a defined function or functions may be involved.
- II. Work involves the exercise of a degree of autonomy with delegated authority to operate within broad organisational guidelines. The selection of methods and techniques is based on sound judgement. The work generally involves the management of major projects and/or functions. Solutions to problems can generally be found in documented techniques, precedents or instructions. Advice would not necessarily be available within the organisation.
- III. Competency at this level involves the self-directed development of knowledge with substantial depth across a number of areas and/or mastery of a specialised area with a range of skills. Application is to major functions in either varied or highly specific contexts.
- IV. Competencies are normally used independently and are substantially non-routine. Significant judgement is required in planning, design, technical or supervisory functions related to products, services, operations or processes.

Competencies:

- I. Ability to use knowledge of legislation, policies and procedures of the Service to identify risk, opportunities and strategic issues for the future.
- II. Ability to use strategic and operational planning processes to set goals, develop plans and objectives having regard for both the current and future directions of the service.
- III. Ability to allocate work flexibly to people, and lead and motivate staff performance. Training needs are identified and appropriate training is provided to staff being supervised. Personnel management records are maintained in line with recognised practices.
- IV. Ability to identify and assess client needs, negotiate and liaise with clients and market the product or service.
- V. Ability to implement, monitor and evaluate work plans so that work conforms to prior estimates and costs. Materials, services and equipment are acquired and work-in-progress is regularly checked. Any necessary variations are incorporated and these are advised to staff and management. Progress reports are provided to clients and other interested parties.
- VI. Ability to exercise initiative by identifying potential problems and developing appropriate solutions.

- VII. Ability to cost work, prepare estimates and provide this information to clients. Material and suppliers are identified and prices are negotiated.
- VIII. Ability to anticipate and assess the impact of change and create and foster an awareness of the opportunity for change and an environment conducive to change.
- IX. Ability to recognise and apply strengths and address areas for development. Demonstrate integrity and apply ethical practices, As well as demonstrate self- organisation and a high degree of personal accountability.

PD DATE OF APPROVAL: 17 August 2020