



Position Title:	Health Promotion Officer - Prevention of Violence against Women
Hours:	1.0 FTE - 38 hours a week
Location:	St Kilda, Melbourne
Duration:	12 Month Fixed Term Contract (Parental Leave Position)
Reporting To:	Health Promotion Manager

1. Introduction

Women's Health in the South East (WHISE) is the regional women's health promotion agency, for the Southern Metropolitan Region of Melbourne. WHISE is one of 12 Women's Health Services in the state of Victoria.

We proudly work with partner organisations in our region towards our vision, that people who identify as women in our region are safe, healthy and thriving.

We work collectively with state and local government, health and community organisations through an intersectional feminist lens, to improve social, environmental, political and economic conditions that impact on women's health, safety and wellbeing.

Our work occurs across the 10 local government areas of City of Port Phillip, Stonnington City Council, City of Glen Eira, Bayside City Council, City of Kingston, Frankston City Council, Mornington Peninsula Shire, City of Casey, Cardinia Shire and City of Greater Dandenong.

Our Integrated Health Promotion Plan works across three priority action areas; the Prevention of Gender-Based Violence, the Promotion of Gender Equality, and Sexual and Reproductive Health.

2. Position Context

This position forms part of the health promotion team, which is made up of a Health Promotion Manager and Health Promotion Officers. The health priority area for this role, is the prevention of gender-based family violence but will also support and contribute to the progress of actions in all our priority areas, including actions in the annual business plan.

WHISE are the lead agency for the regional strategy for the prevention of violence against women, called *Preventing Violence Together – 2016-2021*. The strategy has a partnership of over 35 agencies, who work to collectively achieve agreed annual action plans to achieve our mission and vision and to create and sustain meaningful positive social impact in our region.

3. Key Responsibilities

3.1 Planning, Implementation, Evaluation and Reporting

- Lead the development, design, implementation, translation and promotion of the partner informed second regional four-year strategy. Supported by the Health Promotion Manager, Research Officer and an external consultant this role will coordinate the processes of building a new strategy with partners, including clarifying vision, gathering and analysing data, formulating, implementing and designing the evaluation for a new strategy.
- Lead the annual Think Tank, for the creation and validation of the annual action plan. Develop, promote, implement and evaluate the strategy's annual action plan.
- Provide direct support to the Health Promotion Manager in the development and implementation of the Integrated Health Promotion Plan.

3.2 Relationships and Partnership Development

- Work as part of a dynamic small team in a busy not for profit agency by participating and working collaboratively with all stakeholders, colleagues and members of the board to achieve the strategic goals of WHISE.
- Maintain and further develop strategic relationships and partnerships with Women's Health in the South East's stakeholders.
- Represent the organisation at external meetings relevant to health promotion and regional planning.

3.3 Capacity Building and Advocacy

- Plan, design, promote, deliver and evaluate two regular Community of Practices (CoPs), which currently have a focus on *Intersectionality and Diverse Communities*, and *Engaging Men and Boys in Gender Equality*.
- Organise and facilitate the Steering Committee and Regional Working Groups Meetings, including building and disseminating agenda, minutes and relevant resources.
- Support the health promotion team in the facilitation of training in various professional and community settings, including workplaces, schools, sporting clubs etc.
- Contribute to the development of resources and tools, using an evidence- based approach to enhance translation of theory into practice.

3.4 Occupation Health and Safety

- Follow safe work practices, procedures, instructions and rules.
- Perform all duties in a manner, which endures personal health and safety and that of others in the workplace.
- Report all hazards or incidents that cause or may cause harm.

3.5 General Requirements

- Maintain effective working relationships with staff and regularly participate in team and organisational activities.
- Support and value diversity at all levels within the organisation and in all services that we provide, by being respectful and appreciating individuals' emotional, intellectual, physical, spiritual and experiential differences and uniqueness.
- Be conversant with computer systems and other technology relevant to the position.
- Carry out all other duties as directed consistent with WHISE's Strategic Directions.
- Apply a risk management approach to all tasks undertaken at work.

4. Key Select Criteria

4.1 Essential

- Demonstrate a commitment to the Vision and Values of Women's Health in the South East.
- Hold a Health Promotion, Public Health, Social or Health Science or equivalent degree with at least 2 years relevant post qualification experience.
- Excellent people skills including an ability to provide strong leadership to support and enhance stakeholder capabilities.
- Knowledge of primary prevention, including developments pertaining to and since the Royal Commission into Family Violence. Knowledge of national and state frameworks, including Our Watch's *Change the Story*, the Victorian *Free From Violence* Strategy and *Safe and Strong* gender equality strategy.
- Have a comprehensive understanding of health promotion and primary prevention principles, including intersectionality, engaging men and boys in gender equality.
- Experience and in-depth understanding of planning, implementation and evaluation of integrated health promotion strategies.
- Excellent facilitation and stakeholder management skills, including the ability to plan the consultation process for the development of a new strategy.
- Demonstrated capacity to work creatively and effectively within a team environment.
- Demonstrated high level of verbal and written communication skills including computer literacy.
- Demonstrated experience working in partnership with a diverse range of key stakeholders.
- Demonstrated ability to work with a range of people from diverse backgrounds in a respectful way.
- Full Victorian unencumbered motor vehicle licence.

4.2 Desirable

- Previous experience in a similar role
- Knowledge of the Southern Metropolitan Region (SMR)
- Experience working with women who have experienced family violence and/or experience of working in primary prevention of violence against women



5. Terms and Conditions

- The successful applicant will be required to undertake a police records check, and Working with Children check. Appointment is subject to the outcome of these checks.
- All employees are required to sign and comply with WHISE's Code of Conduct - Code of Behaviour in the Workplace and Confidentiality and Privacy.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position.

6. Salaries and Conditions

- Social, Community, Home Care and Disability Services Industry Award 2010, (SCHADS Award) employee level 5 Pay Point 1, plus superannuation
- Salary Packaging is available
- Access to Employee Assistance Program (EAP)
- WHISE also offers additional days of leave which are Easter Tuesday, the Monday before Melbourne Cup Day and the days between Christmas and the New Year which equates to an extra 5 days of annual leave.

Please note:

WHISE has an equal opportunity employment exemption and applications for this position are therefore open to applicants who identify as women.

Date: Reviewed: February 2021