

POSITION DESCRIPTION

Gender and Disability Coordinator, Gender and Disability Workforce Development Program Part-time 0.8 FTE September 2021 – 30 June 2023

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.

The Gender and Disability Workforce Development Program is funded by the Office for Prevention of Family Violence and Coordination and aims to prevent violence against women with disabilities through a range of initiatives including;

- Strategically positioning women with disabilities' experiences in the violence prevention sector
- Workforce development - training, consultation, and resource provision to the social service, local government and prevention sectors
- Cross sector collaboration - communities of practice, partnerships and networking opportunities
- Lived experience workforce development - employment, leadership, professional development, and consultation.

The Program was established in 2014 and has recently received another phase of funding.

EMPLOYMENT CONDITIONS

- Classification:** Women's Health Victoria Enterprise Agreement 2007. Level 4, Year 1- Year 4 (pro-rata of \$74,179 - \$79,811 depending on experience) plus 10% Superannuation and Salary Packaging available.
- Hours of Work:** 0.8 FTE (60.8 hours per fortnight)
- Tenure:** This position is from the date of appointment – 30 June 2023 and may be extended subject to funding
- Position Location:** Level 9, 255 Bourke St, Melbourne

All WDV staff can choose to work from home or the office 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.
- Must possess Australian Citizenship, permanent resident status or 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 realizing substantive equality for women and women with disabilities.

POSITION OBJECTIVES

This position is responsible for:

- Implementing the Gender and Disability Workforce Development Program training and workforce deliverables over the next phase of funding.
- Building and maintaining effective relationships with key stakeholders, to support Program delivery.
- Contributing knowledge and expertise in prevention of violence against women with disabilities (PVAWD), gender and disability equity for the broader strategic positioning of women with disabilities in primary prevention.
- Contributing to a strong and respectful team culture grounded in feminist and co-design principles

KEY RESPONSIBILITIES

Workforce Development Activities

- Develop and maintain relationships with key stakeholders and partners in the PVAW, social service, and government sectors.
- Contribute to the co-design, development, implementation, monitoring, promotion, evaluation and reporting of all primary prevention workforce development activities and deliverables including, but not limited to:
 - The gender and disability workforce development training packages, endorsement model and prevention resources
 - The Experts by Experience Advocates - a team of casual lived experience consultants who provide internal and external consultation on gender and disability equity and primary prevention
 - A gender and disability community of practice
 - Others as required.

Coordinate all training related deliverables

- Coordinate development of prevention of violence training including; design, development, and evaluation of high-quality, evidence-based training resources
- Coordinate delivery and evaluation of high quality, evidence-based PVAW training packages in diverse modalities including face to face, online and self-paced delivery options
- In collaboration with the Program team, incorporate lived experience of women with disabilities purposefully to ensure disability inclusive practice
- Represent WDV in relevant community, workforce and industry networks for the promotion and effective delivery of the prevention, gender and disability projects
- Contribute to raising awareness and building the evidence base of prevention of violence against women with disabilities at all levels of government, peak bodies and relevant workforces and sectors.

Experts by Experience Advocates

- Oversee the Experts by Experience Advocates Team and all associated deliverables
- Review the design, development, and implementation of the consultation team and sessions and strive for continuous improvement of the process and outcomes.
- Oversee ongoing professional development opportunities for the Team

Reporting, Evaluation and Budget Management

- Contribute to funder reports twice a year and other WDV reports as needed
- Negotiate MOUs and training agreements with partners and key stakeholders.
- Provide updates on deliverables and workload to the manager, as directed
- Contribute to the development of grants, funding submissions and tenders

WDV Culture and Staff Supervision

- Contribute to workplace culture based on respect, inclusion, feminist, and co-design principles.
- Provide day-to-day supervision, professional development, mentoring and coaching to team members
- Oversee development and implementation of team workplans, including professional development and performance review
- Support team members to apply lived experience to inform and benefit the Program and progress staff development
- Monitor workloads and support the wellbeing of team members, in conjunction with the senior management team

GENERAL RESPONSIBILITIES

The following responsibilities are required to be carried out and apply to 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.
- Adhere to WDV file saving protocols and use WDV SharePoint and employee OneDrive cloud based document management system.

- 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 Enterprise Agreement
- Undertake other duties as directed within each person's scope and abilities
- Health safety & wellbeing requirements:
 - Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
 - Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture.
 - 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:
 - Setting up of IT, audio-visual and accessibility equipment
 - 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
 - This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices.
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.

ACCOUNTABILITY

The position will report on delivery of agreed performance measures to the WDV Gender and Disability Workforce Development Program Manager.

KEY SELECTION CRITERIA (KSC)

(This must be addressed in your application- Address each KSC individually- maximum 200 words each).

1. A demonstrated commitment to the values and principles underpinning WDV.
2. Demonstrated knowledge and expertise in prevention of violence against women
3. Excellent intersectional practice, inclusion and disability equity knowledge
4. Skills and experience in designing, developing, delivering and evaluating workforce development and training programs and resources
5. Capacity to effectively manage relationships with partners, consultants and key stakeholders
6. Capacity to supervise staff and work in a team
7. Capacity to respond effectively and appropriately to disclosures of violence, and to support colleagues to manage resistance to PVAW information and training
8. High level of proficiency in written and verbal communications
9. Lived experience of disability is highly desirable.

POSITION CLASSIFICATION: Level 4.0 (WHV EBA 2007 Descriptors WHV Enterprise Agreement Classification definitions and Competencies

Definitions:

1. 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.
2. 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.
3. 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.
4. 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:

1. Ability to use knowledge of legislation, policies and procedures of the Service to identify risk, opportunities and strategic issues for the future.
2. 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.
3. 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.
4. Ability to identify and assess client needs, negotiate and liaise with clients and market the product or service.
5. 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.

6. Ability to exercise initiative by identifying potential problems and developing appropriate solutions.
7. Ability to cost work, prepare estimates and provide this information to clients. Material and suppliers are identified and prices are negotiated.
8. 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.
9. 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 Approved: 19 August 2021