



Women's Health in the South East

Job Description

Job title:	Research and Policy Officer
Salary:	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services Employee) Level 6.1
Hours:	2 year Contract Part Time – 22.8 hours per week (3 days)
Location:	Women's Health in the South East Level 1, 70 St Kilda Road St Kilda.
Reports to:	Evidence and Policy Lead

About Women's Health in the South East (WHISE)

WHISE is one of 12 Women's Health Services that since 1988 have been a key part of the Victorian preventative health infrastructure. These services are providers of gendered health promotion and primary prevention that collectively share a range of priorities. Funded through the Victorian Government, the Victorian Women's Health Services:

- Advocate for the wellbeing of all women across Victoria
- Promote good health and wellbeing to Victorian women
- Apply an expert intersectional gendered lens to health issues and systems to improve outcomes for women.
- Prevent the underlying causes of ill-health and harm for women in Victoria

WHISE works across 10 local government areas from South Melbourne down to the Mornington Peninsula and east to Casey and Cardinia. Our area of work is the Southern Metropolitan Region and is one of the most diverse and expanding regions across Australia.

WHISE proudly works in the South East Region of Melbourne to create equity by learning, educating and advocating for all women. We create positive and productive relationships based on understanding and evidence with leaders, individuals, communities and organisations in our region

Our operating principles:

- We are collaborative and innovative
- We seek to create long term change to improve the lives of all women in our region
- We are curious and seek to constantly learn to improve our practice



Our **Values** are: Learning – Innovation – Collaboration – Integrity - Leadership

WHISE is an Incorporated Association in the State of Victoria (A0026387C) and a registered Charity with the Australian Charities and Not for Profits Commission. WHISE has an equal opportunity exemption and applications for this role and as such this position is open to applicants who identify as women.

Purpose of the position

Working under the supervision of the Evidence and Policy Lead this role is responsible for a range of activities and tasks at WHISE to facilitate the implementation of the organisation's evaluation and research. Using the organisations policy and procedures in relation to evaluation and research, the roll collaborates with other members of the WHISE ensure that the processes for evaluation and monitoring of the work of WHISE are consistently implemented.

The role exercises limited discretion on work and activities of WHISE that relate to undertaking evaluation and research activity to demonstrate the impact of the organisation. The role will be asked to contribute to the strengthening and improvement of WHISE evaluation and research practice and processes, as well as act as a support and coach to colleagues to improve the organisation's evaluation and monitoring practice. Key to success is working in collaboration and partnership with others both within the organisation and, outside it on complex social policy and health matters to achieve the mission and goals of WHISE.

Responsibilities and KPI

Evaluation and Impact

Under the direction of the Evidence and Policy Lead, implement and maintain evaluation and monitoring process across WHISE to collect evidence of the impact of our work

Act as an internal specialist on evaluation and research activity as it relates to collecting evidence against the WHISE social impact framework – work with colleagues to design high quality mixed method, qualitative and quantitative approaches that capture, record, and build the evidence base on WHISE's work and impact

As requested, work as part of cross functional teams to undertake evaluation of programs and services including developing evaluation reports in partnership with colleagues

Contribute to the ongoing improvement of the WHISE social impact and evaluation framework, including the WHISE research platform. Seek out opportunities to strengthen the approach and practice of evaluation processes at WHISE to improve data collection evaluation outputs and the way that WHISE demonstrates its impact.

Key Performance Indicators:

1. Support provided to staff to assist with the evaluation of WHISE programs and services

Measure: Number of evaluation reports developed and finalised; timely delivery of evaluation reports

Measure: Strengthening and improvement to WHISE evaluation practices and processes: contribution to consistency of evaluation practices across the organisations; reported increase capacity and capability of staff to evaluation (contribution)

Research

Under the supervision of the Evidence and Policy Lead, work with colleagues to support the production of research from the existing evidence base, to enable the implementation of primary prevention and health promotion strategies

With the Evidence and Policy Lead, and in collaboration with colleagues, develop and write submissions and position papers on women's health and wellbeing, intersectional gender equity and health promotion and primary prevention that support the mission and goals of WHISE

Provide support to maintain WHISE evidence base and research resources, developing where required processes and protocols to ensure that WHISE holds accessible and up to date evidence on its own work, its own data and third party evidence to support the achievement of its mission and goals.

Under supervision of the Evidence and Policy Lead, and in collaboration with colleagues, produce reports and documentation to assist WHISE to communicate to its stakeholders, partners, members and community the outcomes of its work, and to contribute to the promotion of women's health and wellbeing and intersectional gender equity

Key Performance Indicators:

2. Support to produce and distribute research reports and products to promote the outcomes and impact of WHISE, and the work to primary prevention and health promotion of gender equity women's health and promotion

Measure: Number of research products and tools produced to support the promotion of women's health and wellbeing and gender inequality

Measure: Training and education services provided to partners, members, stakeholders, and community all have evaluation reports produced

3. Effective management of WHISE evidence, data and research to facilitate efficient access to information so that staff can produce reports and other products to support the achievement of WHISE goals and mission.

Measure: WHISE database of research in good working order and able to be navigated by WHISE staff to support the day to day work

Measure: Research and evidence – whether produced by WHISE or by third parties – is saved in a consistent manner to facilitate ease of access across all of WHISE activities

Planning and Reporting

Under the direction of the Evidence and Research Lead,

- assist colleagues where appropriate to fulfil obligations to funders, and clients.
- support WHISE in applying for funding opportunities to expand available resources to improve women's health and wellbeing in Southern Metropolitan Melbourne.
- assist colleagues to acquit and write reports for funders.
- work collaboratively with other members of the WHISE team to achieve organisational objectives, to implement policy and procedures well and to ensure that the WHISE values are maintained.

Model, follow and monitor adherence to Occupational Health and Safety practices and policies and perform all duties in a manner that ensures personal health and safety of self and others.

Seek to consistently improve and develop the own practice

Key Performance Indicators:

4. Program of work as it relates to area of work, is delivered

Measure: Delivery of workplan and annual outputs for the evidence and policy are as per the WHISE business plan.

Academic and trade qualifications

Essential qualifications

- Degree/Tertiary Qualification in research, evidence, evaluation, and public health, ideally with post graduate research degree.

Desirable qualifications

- Post secondary/Tertiary qualifications in gender equity

Work experience and skills

Essential experience

- 2 to 3 years experience in a research role supporting evidence and evaluation practice
- Experience in work as part of or with, community, industry, and colleagues to contribute to the public health evidence base
- Experience with conducting basic quantitative and qualitative analyses
- Working knowledge of practices, activities and strategies to improve public health and wellbeing at the local level
- Experience with a diverse range of stakeholders
- Demonstrated understanding and skills in working with and being respectful of intersectional lived experience in the community
- Highly developed stakeholder engagement skills as it relates to managing and driving outcomes through partnership and relationship building to health promotion and primary prevention
- Sound experience in planning and reporting on outcomes
- Experience of working with organisations similar to WHISE in terms of size, scope and culture

Desirable experience

- Knowledge of the Southern Metropolitan Region
- Lived experience and/or experience working with women in health and wellbeing and/or experience of working in improving women's health and wellbeing

Personal qualities and behavioural traits

Essential qualities or behaviours

- A feminist ethos and perspective and commitment to working with an appreciation of intersectional experience
- Approach to working in a way that is collegiate and collaborative
- Willingness to “roll sleeves” up to get activities done
- Reputation as an enabler and as a person who seeks to support the strengths in others
- Tolerance and adaptability to work in an environment that evolves at the pace of government policy and community need
- Demonstrated qualities in line with WHISE values

Desirable qualities or behaviours

- Lived experience of inequity of women in our community and society



Requirements for the Role

Persons in this role must have permission to work in Australia and have a current drivers licence.

CEO signature:

Performance review period: Annually

Next review date: January 2023