



## Women's Health in the South East

### Job Description

<b>Job title:</b>	Health Promotion Officer
<b>Salary:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services Employee) Level 5.1
<b>Hours:</b>	Fixed Term, 12-month Contract – 0.6FTE (3 days a week)
<b>Reports to:</b>	Women's Health and Wellbeing Lead
<b>Works with:</b>	Prevention of Gendered Violence Lead, Mental Health and Wellbeing Lead, Sexual and Reproductive Health Lead and the Manager of Women Health and Wellbeing

### 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**

WHISE has recently created three new Health Promotion Officer positions which will support the activities under the Women's Health and Wellbeing Team. At times, these positions will also work across the organisation to ensure WHISE meets our goals and objectives, including working with the evidence and policy lead, communications team and the capacity and capability team. The position of the Health Promotion Officer supports successful implementation and evaluation of the Women's Health Guidelines and the WHISE Annual Business Plan in collaboration and under the supervision of the Women's Health and Wellbeing Leads. The Health Promotion Officer will support the Leads to ensure a coordinated approach to the planning, implementation, and evaluation of health promotion programs across the Southern Metropolitan Region and that these programs are based on a sound knowledge of public health theory in accordance with national, state, and local priorities. The Health Promotion Officer positions will require working knowledge across all WHISE's priority areas but will have a particular focus on supporting one of the priorities below;

- Sexual & Reproductive Health
- Prevention of Violence Against Women and
- Mental Health & Wellbeing.

At times, these roles will be supported to facilitate working groups, networks, forums, and training sessions. The key to success is working in collaboration with colleagues within WHISE and with community on complex social policy and health matters to achieve the mission and goals of WHISE. We are seeking a health promotion or public health professional that has a passion for gender equity and advancing women's health and thrives in a diverse and collaborative team environment.

Working under the direction of the Leads from the Women's Health and Wellbeing team, this role is responsible for supporting the work at WHISE to improve the health of women in the Southern Metropolitan Region. This role uses health promotion and primary prevention strategies and, works with partners of WHISE and with community to design and deliver activities, campaigns and capacity building that promotes women's health.



## Responsibilities and KPI

### Improving women's health in the Southern Metropolitan Region

Support the implementation and delivery of the Women's Health and Wellbeing Teams two regional strategies and the Mental Health and Wellbeing Plan. Working with the leads to identify, advocate, and facilitate the delivery of activities through those involved in the strategies partnerships and WHISE partners; continuously improve capacity and capability of the partners on intersectional gender equity, sexual and reproductive health, prevention of gendered violence and promotion of mental wellbeing so that goals are achieved and, that women's health in our region is improved.

Under the supervision of the leads, use current, credible and relevant evidence, seek out opportunities to design and implement activities that build understanding and knowledge of primary prevention strategies to improve the health of women in Southern Metropolitan Region.

#### *Key Performance Indicators:*

1. The regional partnerships that sit within the Women's Health and Wellbeing team are seen as the coordinating and leading architecture in Southern Metropolitan Melbourne on improving health outcomes for women.

**Measure:** Annual review of partnership measures reputation and relevance of the strategy and partnership activities

**Measure:** Feedback through WHISE annual stakeholder survey shows growth in recognition and reputation of the Women's Health and Wellbeing teams activities under all three portfolio areas

2. Capacity and Capability of the partnership grows.

**Measure:** Evaluation of activities demonstrates growth in capacity and capability of partnership.

### Development of Networks and Reach

Under the direction of leads, work to strengthen and expand the partnership and networks of WHISE, as an enabler to the achievement of our strategic goals and achievement of our mission.

With the support of the leads, advocate for the application of an intersectional gender lens in partnerships and the vital role of primary prevention in any activity and work under the three portfolio areas of the Women's Health and Wellbeing Team.



Act as delegate for the leads to be a part of committees and networks at the regional level, when required to ensure WHISE can advocate for health promotion and primary prevention at the local level.

Contribute to the expansion of partners and achievement of goals by supporting the generation of income through fee for service work.

*Key Performance Indicators:*

3. Participation in external networks and committees

**Measure:** Number of networks participated in annually, and alignment of those networks to the outputs and deliverables of the Women's Health and Wellbeing Team.

4. Growth in partners

**Measure:** Number of new partners and stakeholders

**Measure:** Additional funding secured through fee for service

## **Planning and Reporting**

Under the direction of the Women's Health and Wellbeing Leads and the Research and Evidence Lead, support activities to measure the impact of WHISE's work to improve sexual health and reproductive health, prevent gendered violence and promote mental wellbeing.

When required support the lead to draft reports for funders, produce regular impact reports for public distribution to promote outcomes and impact of WHISE's work. Where possible participate and/or present in conferences and public forums outside of the region.

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 own practice.

*Key Performance Indicators:*

5. Successful implementation of all projects and activities within the remit of improving women's health as directed by the Leads of the Women's Health and Wellbeing Team.



**Measure:** 90% of project and work plans as designated in the WHISE business plan are developed and implemented to budget and time including fee for services

6. All government funded projects are acquitted and reported on time and per requirements. Evaluation reports as agreed are supplied to all fee for service clients. Data from all evaluation and reporting is supplied and able to be utilised for overall WHISE impact monitoring, annual reports and core funding impact reporting, including promoting the work of WHISE.

**Measure:** 100% of all required reports from funders are completed and acquitted in a timely manner

**Measure:** Data and evidence from work to improve health outcomes for women, is collected and reported on to contribute to the WHISE annual reporting activity including that to the Department of Health and Impact measures.

**Measure:** All evidence related to activity within the remit of the role, is shared and stored so that it can be accessible for impact and reporting purposes.

## Academic and trade qualifications

### Essential qualifications

- Degree/Tertiary Qualification in Health Promotion, Public Health, International Development, Social or Health Science or equivalent with relevant post qualification experience

## Work experience and skills

### Essential experience

- Demonstrate a commitment to the Vision and Values of Women's Health in the South East
- Experience and knowledge of gender equality and equity, intersectionality, and a gender transformative approach
- Have a comprehensive understanding of health promotion, primary prevention and community development principles
- Strong understanding of planning, implementation and evaluation of integrated health promotion strategies
- Demonstrate capacity to use initiative and work with limited supervision on specific projects under the Women's Health and Wellbeing Team
- A readiness to be mentored in facilitation and training skills including development and

delivery of relevant material and evaluation of outcomes

- Demonstrate capacity to work creatively and effectively within a team environment
- Demonstrate a high level of verbal and written communication skills including computer literacy
- Demonstrate experience working in partnership with key stakeholders
- Demonstrated understanding and skills in working with and being respectful of intersectional lived experience in the community

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
- Fluency in a second language, and/or familiarity with a second cultural or ethnic group would be well regarded

## **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

**CEO signature:**

Performance review period: 3 months after start date then held annually

**Next review date: March 2024**

