



Women's Health in the South East

Job Description

Job title:	Capacity and Capability Lead
Reporting to:	Manager, Gender Equity and Capability
Salary:	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services Employee) Level 7.1
Hours:	2 Year Contract - Fulltime – 38 Hours per week
Liaises With:	Research and Evidence Lead, Prevention of Violence against Women Lead, Sexual and Reproductive Health Lead and Mental Health and Wellbeing Lead
Direct Reports:	Women's Health and Engagement Officer x 3

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

This role operates with limited direction from leadership and is accountable to manage a range of projects and work to support WHISE achieve its goals through building the capacity and capability of its members, stakeholders, partners and community. The role is positioned as the principal guardian of knowledge and expertise within WHISE on organisational development and workforce development as it relates to the work to strengthen adapt and support change across the Southern Metropolitan Region to increase intersectional gender equity and improve health and wellbeing outcomes for women. Guided in their work by the annual business plan, the goals of the WHISE integrated health promotion plan, and the framework of WHISE's theory of change and



strategic plan, this role reports to the Manager of Gender Equity and Capacity and works collaboratively with other employees, providing support to staff who are working in the field with organisations and community on behavioural/attitudinal and change initiatives. As a key part of this role, the incumbent will also design and deliver capacity and capability building programs and, also, support others across the organisation to build their skills and knowledge to deliver high quality training products and services. The role oversees the work of 3 part time Women's Health and Wellbeing Officers whose main role is to be out in the field building capacity and capability of community on areas relevant to women's health and wellbeing as per WHISE goals.

Responsibilities and KPI

A. Capacity and Capability Building

Design capacity building programs and strategies that build, strengthen, and evolve skills and knowledge of people across the Southern Metropolitan Region on women's health and wellbeing and gender equity for WHISE.

Deliver capacity programs to community, partners and clients as required; act as lead for any programmes that comprise new content and areas of expertise for WHISE, pilots and/or, when WHISE is expanding its work with new sectors and industries.

Through existing survey and evidence collection tools seek to understand capacity and capability requirements of our partnerships and networks and in collaboration with colleagues, facilitate learning pathways and programs that assist WHISE to achieve its health promotion, wellbeing and gender equity goals

Using best practice adult learning and organisation development principles, facilitate and strengthen the WHISE body of knowledge on building organisational and individual capacity and capability so that WHISE and its staff can strengthen and grow its work to build capacity and capability for better health outcomes for women

Key Performance Indicators:



1. Design and delivery of programs and initiatives by WHISE in comparison to previous years programs. Growth of new programs and innovative programs. Use of new content and topic areas in comparison to use of content and topic areas that are already in use

2. **Measure:** Number of new programs designed and delivered with new content and topic areas
Measure: Number of programs delivered in areas of existing content that become more freely available to community

3. Capacity and capability activities are aligned to the needs of WHISE partnerships, clients and members
Measure: Deliver regular reports and analysis of the capacity and capability needs of partnerships and networks.
Measure: Programs and capacity building delivers outcomes to needs identified through engagement and feedback from community and as per the evidence base.
Measure: Annual stakeholder engagement survey reports back positive/favourable indicators of support of capacity programs. Evaluation of programs designed and delivered by role show positive impact in achievement of program outcomes.

B. Development of Networks and Reach

Under the direction of management, work to strengthen and expand the partnerships and networks of WHISE as a key enabler to the achievement of our strategic goals and achievement of our mission.

Take leadership of networks and partnerships in Southern Metropolitan Melbourne that relate specifically to government policy on skills and training advocating for the application of a gender lens in those partnerships

Act as delegate for the CEO to be a part of committees and networks at the state wide level in relation to skills, training and skills utilisation when required to ensure WHISE can advocate for the



application of intersectional gender lens and, the needs of the health promotion and primary prevention sector.

Key Performance Indicators:

1. Participation in external networks and committees

Measure: Number of networks participated in annually, and alignment of those networks to the outputs and deliverables of WHISE.

2. Growth in partners

Measure: Number of new partners and clients brought into WHISE has increased on previous years.

C. Management; Planning and Reporting

Under the direction of the Manager Gender Equity and Capability, and in partnership with the Research and Evidence Lead, implement approaches to measure the impact of WHISE's capacity and capability activity to support the achievement of the organisations goals and mission.

Under the direction of the Manager, Gender Equity and Capability ensure WHISE is fulfilling its obligations to funders, its clients, and in keeping with its mission and goals. Be accountable for the implementation of the WHISE budget as it relates to the capacity and capability building within the remit of the role's annual work plan.

In collaboration with colleagues seek out new funding and new opportunities to expand the work of WHISE in keeping with our organisational mission and goals including fee for service work. In partnership with the Manager, Gender Equity and Capability, lead the sourcing and responding to requests to WHISE for consultancy and fee for service work.

When required acquit and write reports for funders, produce regular impact reports for public distribution to promote the impact of WHISE work, and where possible share and promote the



outcomes and impact of the teams work across the region, and where possible 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. In collaboration with the Women's Health and Wellbeing Leads, support the Community Activation team to deliver and roll out best practice capacity and capability building programs.

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:

1. Successful implementation of all projects and activities within the remit of Capacity and Capability work at WHISE - delivered on time and on budget.

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

Measure: Proposals and consultation requests coming in from stakeholders are responded to in a timely way and in keeping with WHISE Fee for service policy and procedures

2. Growth in fee for service and consultancy portfolio occurs under the direction of the Manager of Gender Equity and Capacity, and in collaboration with the broader WHISE team.

Measure: % Contribution to WHISE achievement of annual fee for service budget goals

Measure: % Contribution to growth in new stakeholders that WHISE delivers fee for service work

3. All fee for services work and government funding 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.

Measure: All fee for service work has an evaluation report that can be used for WHISE impact reporting (100%)

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. (Feedback monitored from Research and Evidence team)

Academic and trade qualifications

Essential qualifications

- Relevant tertiary qualifications in organisational development, adult learning and education or equivalent

Desirable qualifications

- Business Degree or equivalence qualification in leadership
- Qualifications in public health and/or gender mainstreaming

Work experience and skills

Essential experience

- Significant working knowledge in adult learning and/or organisational development/workforce development with a particular focus on cultural/social norms
- Significant working knowledge of change management as it applies to organisations and also, community

- Significant experience in designing, delivering and evaluating programs of learning and capacity development particularly in support of changing attitudes, cultures and norms as it relates to intersectional gender equity.
- Capacity and experience of working in small teams on programs of social and community change
- Experience in working for not for profit and/or government funded organisations that run programs in community
- Significant working knowledge of intersectional gender equity

Desirable experience

- Experience and knowledge of the Southern Metropolitan Region of Melbourne
- Formal management experience
- Working knowledge of social determinants of health

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
- Practices intersectional feminism and commitment to gender equality in the community
- 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 driver's licence.

CEO signature:

Performance review period: Annually

Next review date: January 2023