



## Women's Health in the South East

### Job Description

<b>Job title:</b>	Governance, Compliance and Policy Support 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>	Permanent Ongoing Part Time – 22.8 hours per week (3 days)
<b>Reports to:</b>	Manager, Finance and Business
<b>Direct Reports:</b>	NIL
<b>Works with:</b>	All staff as required

### 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 direction of the Manager, Finance and Business, this role is responsible for supporting the key operations and functions of WHISE's governance and policy structures. In particular – supporting the secretariat for the WHISE Board, ensuring that WHISE's compliance register is kept up to date and, supporting the Manager Finance and Business to keep current and up to date, WHISE's policies and procedures.

In keeping with the requirements of this role, the person in this role will work closely with the CEO of WHISE who is the primary contact between WHISE and its Board.

## **Responsibilities and KPI**

### **Governance Support**

Under the direction of Manager Finance and Business and working with the CEO

- Attend Board and Board Sub Committee meetings to take minutes (which occur after usual business hours)
- Work with the CEO to prepare Board and Board sub committee agendas and papers
- Track and keep up to date Board and Board Sub committee task registers and action items
- Assist the CEO and Manager Finance and Business to induct new directors to WHISE Board
- Provide support to the CEO for the running of WHISE's Industry and Lived Experience Committee (ILEAC) including minute taking and supporting implementation of action items

With the CEO, maintain currency of Board/Director HR Files and liaise with Communications Lead to ensure that website copy of WHISE directors is up to date

Under guidance of the Manager Finance and Business, induct and onboard new WHISE Directors

### *Key Performance Indicators:*

#### 1. Board Secretariat Support

**Measure:** Minutes of Board meetings and Sub Committee meetings are turned around in 12 working hours to the CEO and Committee/Board Chair for review prior to distribution



**Measure:** Currency of Board and Board Sub Committee Action and Task Logs and, contribution to actioning/responding to items raised in Board/Sub Committee's

## Compliance

Under the guidance of Manager, Finance and Business maintain the WHISE Compliance Register including liaising with staff to ensure that funding reports are delivered on time

### 1. Compliance Register

**Measure:** Compliance Register is current and regularly reported on to the WHISE Board via the WHISE Quality Risk and Compliance Committee

## Policy Support

Under the guidance of Manager, Finance and Business develop and maintain a schedule of policy and procedure review

Coordinate and administer the implementation of the WHISE Policy and procedure Review schedule including advising the WHISE Board and Board Committee's of the schedule; through the CEO, plan for future Board/Sub Committee agenda's to include items to approve reviewed board policy

Work with the Manager, Finance and Business to implement revised policy and procedures across WHISE as approved by the Board

With the CEO and Manager Finance and Business develop new policies and procedures as required, including putting to the Board and implementation once approved.

### 1. Policy and Produced Currency

**Measure:** Currency and accuracy of WHISE policy and procedures

**Measure:** Creation and maintenance of WHISE policy and procedure revise schedule and submission of this to the WHISE Quality Risk and Compliance Committee through the CEO

**Measure:** WHISE Board and sub committees are advised of WHISE Policy and Procedure schedule and, agenda's are drafted to include items to approve new and revised policies

**Measure:** WHISE Staff knowledge and take up of revised or new WHISE policies and level of consistency

## Work as part of a team

Participate in team meetings as required to learn and build understanding of WHISE operations and services to better enable delivery of support



As required work with the Governance, Compliance and Policy Support officer to update and maintain currency of Finance Policies and Procedures

As required liaise with WHISE staff to support development of budgets and provision of quotes for fee for service work (as per WHISE fee for service policy)

*Key Performance Indicators:*

2. Alignment and support of WHISE values and contribution to delivery of WHISE Goals

**Measure:** Quality of contribution and support provided to colleagues

**Measure:** Contribution to continuous improvement of WHISE policy and procedures

## **Academic and trade qualifications and experience**

Essential qualifications

- Post secondary qualifications in compliance and/or quality

Desirable qualifications

- Post secondary qualifications business and/or governance skills

## **Work experience and skills**

Essential experience

- 4+ years experience in supporting Board's and organisational governance systems
- Solid experience in managing and maintaining organisational policy and procedure.
- Demonstrated capacity and reputation to maintain and respect privacy and confidentiality
- Strong experience and capacity to communicate well verbally and in writing
- Sound and in depth experience of supporting organisational payroll processing
- Demonstrated capacity to work with and be respectful of intersectional lived experience in the community
- Highly developed stakeholder engagement skills as it relates to maintaining quality accounts and financial records
- 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: September 2023**