



Position Title:	HEALTH PROMOTION OFFICER (GENDER EQUITY)
Hours:	0.8 FTE
Duration:	Ongoing Permanent Role
Location:	Women's Health in the South East, Level 1, 70 St Kilda Road, St Kilda with flexibility to work from home
Reporting to:	Health Promotion Manager

About WHISE

Women's Health in the South East (WHISE) is one of 12 Women's Health Services across Victoria. Delivering health promotion and primary prevention services across the Southern Melbourne Metropolitan Region. Comprising 10 Local Government Agencies, this part of Victoria is one of the most diverse communities both in Melbourne, across the State and Australia.

Women's Health Services are based on an understanding of health within a social context and recognise that:

- health factors are determined by a broad range of social, environmental and economic factors;
- differences in health status and health outcomes are linked to a range of factors including gender, sexuality, socio-economic status, ethnicity and disability;
- health promotion, prevention, equity of access and strengthening of community and primary health care are necessary along with other health treatment services.

The Role

The position of Health Promotion Officer (Gender Equity) supports the successful implementation and evaluation of the Integrated Health Promotion Plan, in collaboration with other health promotion staff. This role works with all members of WHISE, but predominantly the Health Promotion Team, to build the capacity and capability of our region to create gender equity in the places where our community live, work and play.

This role will work with management, to lead the development, implementation and evaluation of programs and initiatives to advance gender equity that are based on a sound evidence, best practice and in line with the WHISE strategic plan.

This role will also include the facilitation of working groups, forums and training sessions on gender equity, and liaising with partner organisations and stakeholders to organise fee for service work and consultancy.

Key attributes and capabilities for the role

The person in this role will have previous significant experience capacity and capability development in gender equity and gender equality as well as applying an intersectional lens to gender equity. In addition the incumbent will have a working knowledge of Victoria's



Gender Equality Act and, understand the role purpose and practical application of gender audits, gender action plans and impact assessments. In addition the person in this role will have previous experience in either Primary Prevention, Health Promotion or Community Engagement roles and have demonstrated your capacity to work in similar not for profit environments.

The person in the role needs to be committed to achieving the mission of WHISE – to see all women in our region are safe, healthy and thriving.

The person in this role also needs to have a working knowledge and understanding of women's health and wellbeing needs and the structural factors that can cause and maintain health inequalities.

The person in this role needs to be a team player with the determination to roll up their sleeves, work collaboratively and see what's possible, has strong stakeholder engagement skills and can work effectively with a variety of key stakeholders, to guide collective decision making to achieve and ultimately set a clear and shared vision for the second regional strategy.

Excellent project management, organisational and time management skills, are vital as well as a proactive approach to work with an ability to prioritise your tasks to support a busy organisation.

Key Responsibilities

The person in this role will be required to:

Health Promotion Expertise

- WHISE strategic plan, social impact framework (including the WHISE integrated health promotion plan) and other policy directions
- Prepare and present detailed, comprehensive reports, discussion papers and correspondence as required
- Represent the organisation at meetings relevant to gender equity and women's health, health promotion and regional planning
- Ensure best practice principles are applied to the development of new health promotion initiatives
- Assist with undertaking active and meaningful stakeholder engagement, and community development initiatives, as required
- Utilise and apply knowledge on gender equity, women's health and health promotion relating to core theories, principles and evidence-based practice to work undertaken, including social determinants of health and gendered frameworks.

Relationships and Partnership Development

- Develop and maintain effective networks and relationships with key stakeholders, organisations, and target group representatives and facilitate collaborative action
- Represent WHISE in key strategic relationships across the region, including



coordinating relevant meetings and keeping stakeholders informed, which contribute to the achievement of the WHISE mission goals and impact (including the goals of the WHISE integrated health promotion plan)

- Demonstrate effective interpersonal, group and public communication skills as well as effective written and oral communication
- Develop and maintain effective networks and relationships with key stakeholders, organisations, and target group representatives and facilitate collaborative action.

Planning, Implementation, Evaluation, and Reporting

- Contribute to planning, implementation, monitoring and evaluation of objectives and strategies outlined in WHISE Strategic Plan and Social Impact Framework (including the goals of the WHISE integrated health promotion plan)
- Contribute to planning and reporting requirements of funders including the Victorian State Government
- Locate, conduct and critically analyse relevant literature, including peer reviewed and local, state and national plans and policies
- Determine priorities and actions to achieve gender equity in our region from available evidence using local, state and national data and information collected
- Plan comprehensive interventions and activities to address priority health and wellbeing issues – with particular reference to gender equity - in a population or setting, based on a needs assessment.
- Monitor programs and adjust objectives and strategies based on the analysis of evaluation data
- Write reports for a variety of audiences and purposes including papers for peer-reviewed journals, in-house reports, program plans and program update reports.

Capacity Building and Advocacy

- Contribute to the development of resources and tools, using an evidence- based approach to enhance translation of theory into practice
- Advocate and work for the empowerment of women and girls in our region, aiming to ensure that the basic resources and conditions necessary for health are accessible to all population groups.
- In collaboration with partners, stakeholders and the team at WHISE develop, implement and evaluate capacity and capability building initiatives as they relate to gender equality.

Quality Improvement

- Work with the WHISE team to continuously improve our practice and approach to health promotion, primary prevention and gender equity capacity and capability building



- Initiate and participate in the development and review of WHISE policies and procedures.

Occupation Health and Safety

- Follow safe work practices, procedures, instructions and rules
- Perform all duties in a manner, which endures personal health and safety and that of others in the workplace
- Report all hazards or incidents that cause or may cause harm.

General Requirements

- Provide courteous advice and assistance to clients and visitors of WHISE
- Maintain effective working relationships with staff and regularly participate in team and organisational activities
- Support and value diversity at all levels within the organisation and in all services that we provide by being respectful and appreciating individuals' emotional, intellectual, physical, spiritual and experiential differences and uniqueness
- Understand the budget constraints and where possible suggest strategies for improvement
- Keep abreast of current and emerging funding opportunities, and contribute to WHISE funding submissions where required
- Be conversant with computer systems and other technology relevant to the position
- Carry out all other duties as directed consistent with WHISE's Strategic Directions
- Apply a risk management approach to all tasks undertaken at work.

Selection criteria

Essential

- Demonstrate a commitment to the Vision and Values of WHISE
- Hold a Health Promotion, Public Health, Social or Health Science or equivalent degree with at least three years' relevant post qualification experience
- Experience and knowledge of the gender equality and equity space and recent developments.
- Have a comprehensive understanding of health promotion and primary prevention principles
- Experience and high-level understanding of planning, implementation and evaluation of integrated health promotion strategies
- Demonstrate capacity to use initiative and work with limited supervision on specific projects within the organisation's health promotion plan
- Ability to work with a range of people from diverse backgrounds in a respectful way



- Excellent 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
- Full Victorian unencumbered motor vehicle licence and the legal right to work in Australia.

Highly desirable

- Previous experience in a similar role
- Knowledge of the Southern Metropolitan Region
- Fluency in a second language, and/or familiarity with a second cultural or ethnic group would be well regarded.

Salary conditions and terms

- As per SCHCDS Industry Award 2010, Level 5 - pay point 1 Community development worker, Class II(a), 1st year, plus superannuation guarantee. In addition, WHISE have a generous salary packaging program available to all our staff.
- The successful applicant will be required to undertake a police records check and Working with Children check. Appointment is subject to the outcome of these checks
- All employees are required to sign and comply with WHISE's Code of Conduct - Code of Behaviour in the Workplace and Confidentiality and Privacy
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position
- Salary Packaging arrangements are available to all staff
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place six months following commencement of employment and then on an annual basis
- This position is offered subject to ongoing funding from the Victorian Government

Please note: EEO Exemption H100/2014

WHISE has historically held an equal opportunity employment exemption and, is currently in the process of extending this exemption.



Date: Reviewed: April 2021