

POSITION TITLE

HEALTH PROMOTION OFFICER – GENDER EQUITY

AWARD

Social, Community, Home Care and Disability Services Industry Award 2010

Classification: **Level 4- 5 (subject to experience and qualifications)**

Salary packaging available

POSITION HOURS, EMPLOYMENT STATUS AND LOCATION

This position is [full time \(1.0 EFT\)](#). 12-month fixed term contract. The position is ordinarily based at 47 Myers St, Bendigo, with work from home flexibility offered.

REPORTS TO

Strategy Programs and Partnerships Manager

VISION

Equity in health and wellbeing for women of the Loddon Mallee region.

PURPOSE

Lead cultural and structural change to improve women's lives based on a deep understanding of women's experiences and stories

VALUES

Respect, Courage, Diversity.

HOW WE WILL DO THIS

Embed a gender lens that: creates connections, grows capacity, builds knowledge, amplifies voices and develops solutions.

INTRODUCTION

Women's Health Loddon Mallee (WHLM) was established in 1978 as the regional women's health service in the rural Loddon Mallee region. We are a not-for-profit health promotion charity run by women for women. Working within a feminist framework WHLM addresses the cultural and structural causes of gender inequalities impacting the health and wellbeing of women in the regional, through research, advocacy for systemic change, training, and external capacity building. Our priority action areas are to advance Gender Equality, Prevention of Violence against Women, Mental Health and Wellbeing, and to improve Women's Sexual and Reproductive health. WHLM encompasses the municipalities of Macedon Ranges, Mount Alexander, Central Goldfields, Bendigo, Loddon, Campaspe, Gannawarra, Buloke, Swan Hill and Mildura.

POSITION SUMMARY

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 WHLM, 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 support 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 WHLM strategic plan.

The person in this role requires a working knowledge and understanding of women's health and wellbeing needs and the structural factors that can cause and maintain health inequalities including the role of intersectional feminism in understanding the gendered nature of family violence. They will have strong stakeholder engagement skills and previous experience in capacity and capability development in gender equity and gender equality. In addition, the incumbent will have a working knowledge of Victoria's Gender Equality Act and understand the purpose and practical application of gender audits, gender action plans and gender impact assessments. Together with, demonstrated capacity and commitment to work in a not for profit (for purpose) organisation.

ESSENTIAL JOB FUNCTIONS

1. Health Promotion Expertise

- 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.

2. Planning, Implementation, Evaluation and Reporting

- Contribute to planning, implementation, monitoring and evaluation of objectives and strategies outlined in WHLM Strategic Plan including the goals of the WHLM integrated health promotion plan
- Locate, conduct, and critically analyse relevant literature, including peer reviewed and local, state, and national plans and policies
- Contribute to the coordination and delivery of training associated with gender equality including the facilitation of regional Communities of Practice, workshops, training and events.
- Plan activities to address priority health and wellbeing issues – with reference to gender equity - in a population or setting, based on a need's 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
- Contribute to planning and reporting requirements of funders including the Victorian State Government

3. Relationships and Partnership Development

- 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

4. Capacity Building

- 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 WHLM develop, implement, and evaluate capacity and capability building initiatives as they relate to gender equality.

5. Other Functions and Responsibilities

- All WHLM staff are responsible for undertaking the following tasks/functions:
- Participate in self-directed work teams, with involvement in strategic priorities planning and implementation.
- Participate in additional organisational activities where appropriate (i.e., AGM, International Women's Day).
- Actively promote Women's Health Loddon Mallee as an organisation and the values we represent, and advocate for advancing the health and wellbeing of women in the Loddon Mallee region
- Keep abreast of current and emerging issues for women and those who work with women and identify project opportunities.
- Keep abreast of current and emerging funding opportunities and contribute to WHLM funding submissions where required.
- Participate in the annual performance review process, including setting of performance measures, professional development plans, and participation in performance appraisal feedback system.
- Collect activities data within agreed frameworks to inform funding agreements and planning processes.
- Develop and expend budget within extent of authority.
- Develop, review, implement and adhere to WHLM policy and procedures, including compliance with legal and OH&S requirements.
- Actively participate in quality improvement and accreditation processes.
- Contribute to the culture of cooperation, collaboration and shared accountability with other staff and Board members.
- Other responsibilities as deemed necessary
- Women's Health Loddon Mallee are commitment to the safety and wellbeing of children and young people.
- Ensure organisational, staff and client confidentiality are always maintained.

INTERNAL AND EXTERNAL RELATIONSHIPS

The **Health Promotion Officer - Gender Equity** is expected to develop and maintain effective communication networks and working relationships both internally and with key external stakeholders.

Internal Liaisons	CEO, Strategy Programs and Partnerships Manager, Finance, Systems and Operations Manager, Senior GE Trainer, Health promotion team, staff, students, and volunteers
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External Liaisons	Support and maintain strategic alliances with CARE Partner organisations and other stakeholders across the Loddon Mallee region
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PERSON SPECIFICATION

ROLE MOTIVATIONAL FIT

- Enjoys working with people - likes working with a wide range of people, partners, and stakeholders
- Excellent problem-solving skills
- Motivated self-starter with excellent attention to detail
- Action orientated – makes things happen, gets things done and makes progress in a resourceful way
- Ability to operate flexibly - in both a planned and responsive mode

WORKPLACE CULTURAL FIT

Contribute to the cultural fit of WHLM by actively displaying our values.

Behaviour examples include:

Respect

- Invite others' perspectives and encourage dialogue.
- Seeks input from co-workers on projects that affect the team.
- I am mindful of other people's time.
- I treat my colleagues with respect and compassion by responding when appropriate in a timely and professional manner.
- I give feedback in a respectful and daring way.

Courage

- The courage to act or take initiative.
- I stay aligned with my values when facing tough decisions.
- I am willing to rumble on tough decisions.
- I lean into difficult conversations, meetings, and decisions.
- I take risks, even when the outcome is uncertain.

Diversity

- Promotes inclusiveness by acknowledging differences.
- I help develop skills, attitudes and competencies that will help WHLM identify and meet the diverse needs our region.
- Acts without bias
- Is aware of cultural and intersectional differences
- Encourages a range of ideas, perspectives, and styles – knows there is more than one right way to do things.

FEMINIST ORGANISATION

Wants to work within a feminist framework. WHLM are committed to a rights-based approach in advocating for women. WHLM focus on the role of gender regarding traditional roles and stereotypes that lead to disadvantage, discrimination, and violence against women. WHLM are invested in advocating for positive change for all women and girls across the Loddon Mallee Region.

WHLM Equal Opportunity Exemption No. H455/2019

KEY SELECTION CRITERIA

Mandatory

- Commitment to WHLM's vision, purpose, and values, including an understanding of, and commitment to, intersectional feminism, gender equity and women's health, safety, and wellbeing.
- Relevant tertiary qualification in Health Promotion, Public Health, Social or Health Sciences, or other relevant qualification.
- Experience and knowledge of the gender equality and equity space and recent development
- 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 programs and 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.

APPLICATION DETAILS

- All applications must contain a statement addressing each of the key selection criteria separately.
- Shortlisted candidates will be requested to provide referees including a previous line manager.
- As part of the WHLM's Recruitment and Selection and related policies, a satisfactory Police Record Check and working with Children check is required for this position.
- All employees are required to sign and comply with WHLM's Code of Conduct and Confidentiality and Privacy policy.

FURTHER INFORMATION

If you have specific queries about this position, please contact our Strategy Programs and Partnership Manager, Belinda Buck.

For more information go to WHIM website: <https://whlm.org.au/>

Closing date for applications: 28th January 2023 at 5:00 pm