



Women's Health East

Position Description:

- Position title:** Together For Equality & Respect Manager
- Location:** 1/125 George St
Doncaster East, Victoria 3109
- Hours:** 30 hours per week
- Duration:** Three year contract – until October 2021
- Salary:** Salary dependent on skills & experience. Salary packaging provisions apply.
- Accountability:** The position reports to the Women's Health East CEO. The position also provides reports to the Together For Equality & Respect Leadership Group.
- Liaison:** The TFER Manager will work closely with the TFER Chair and the WHE HP Manager
- Supervision:** The position may provide supervision of students

Organisational Context

Women's Health East is the Women's Health Service for the Eastern Metropolitan Region (EMR) of Melbourne, covering the municipalities of Boroondara, Knox, Manningham, Maroondah, Monash, Whitehorse and Shire of Yarra Ranges.

Working within a feminist framework Women's Health East addresses the social, political and environmental causes of gender inequities impacting the health and wellbeing of women in the region, through research, advocacy for systemic change, training, and external capacity building.

Our priority action areas are to Advance Gender Equality, Prevent of Violence against Women, and Improve Women's Sexual & Reproductive Health.

The health promotion team at Women's Health East works in gender-based health promotion, which involves:

- Leading and working in partnership with other health and community agencies to promote gender-based planning in health promotion and service delivery, and to improve service system access and responsiveness for women
- Training and education programs for service providers on women's health issues and gender awareness in planning and service delivery
- Research into women's health needs
- Advocacy and consultancy within the health and community sector to promote women's health and wellbeing
- Raising awareness of health and wellbeing issues experienced by women
- Partnerships with service providers and establishing networks to improve services for women
- Delivering health promotion programs for women in response to identified gaps

WHE is leading the *Together for Equality & Respect Partnership (TFER)* which brings together a broad range of organisations across Melbourne's East to prevent violence against women. Together for Equality & Respect is a

cross sector partnership of more than 30 organisations across the seven local government areas in Melbourne's east. Partners include local governments, community health services, primary care partnerships, the Regional Family Violence Partnership, and an array of others. Working from a collective impact approach, TFER has a shared vision, objectives and evaluation framework. The work is underpinned by the TFER Strategy 2017 – 2021, the Partnership's second four year strategy. Accompanying plans are the TFER Action Plan 2017 - 2021 (near completion) and the TFER Evaluation Plan 2017 – 2021 (still to be developed, though will be a review of the previous evaluation plan).

Over the last year the TFER Partnership has had an emphasis on upskilling practitioners in intersectional practice and in building relationships between schools and TFER Partners to add value to the Resilience, Rights and Respectful Relationship work being undertaken in schools. Work has also commenced in the development of a TFER Communications strategy.

TFER is a mature partnership, moving into its second four years of working together. In an environment of strong state government support and policy for the primary prevention of violence against women (PVAW), many new players are also entering the prevention space and keen to get involved in the regional approach. Supported by Women's Health East, the TFER Leadership Group and the Evaluation Working Group, TFER partners are highly committed to this second four years.

Position Context

The *Together for Equality & Respect Manager* will be a member of the Health Promotion Team at Women's Health East. Other members of the team include the Health Promotion Manager and health promotion officers.

The TFER Manager provides leadership to the TFER Partnership. This includes:

- supporting the governance structures; in particular the TFER Leadership Group and the TFER Evaluation working group
- providing leadership, support and expertise to the Partnership as a whole and to individual partners or networks as required
- responsibility for WHE's functions as the backbone organisation for the TFER partnership – in collaboration with other members of the WHE HP team
- updating and implementing the TFER project plan
- developing and maintaining strategic relationships and partnerships with TFER Partners
- ensuring that the TFER website is up to date and regular TFER communiques are disseminated (with support of WHE HP staff)
- ensuring the development and implementation of key TFER documents - the TFER Strategy 2017- 2021, TFER Action Plan 2017 – 2021 and the TFER Evaluation Plan 2017 – 2021 (in conjunction with the TFER Evaluation working group and the WHE HP Manager)

The TFER Manager will also actively contribute to WHE's strategic and operational plans and stakeholder engagement strategies. The TFER Manager will represent WHE and or TFER at strategic meetings, networks or forums as required.

The TFER Manager will lead, contribute to and/or support the development of new initiatives and projects, advocacy and policy directions for Women's Health East; including the sourcing of funding where relevant.

A key responsibility of the TFER Manager includes project management of the annual Together for Equality & Respect project plan. The WHE HP team supports the delivery of TFER work. The deliverables over the 2018/19 year include:

- an effective and action focused regional governance group
- two regional forums with the TFER Partnership
- PVAW orientation/101 training
- an updated TFER Action Plan 2017-2021 (review of action plan to occur in 2019)
- TFER PVAW Community of Practice – 4 sessions over the year

- engagement with networks in the prevention of FV space e.g. LGBTQI networks, Eastern elder abuse network.
- regular TFER Partner check-in visits

In addition the TFER Manager will work with the TFER Evaluation working group to review the current TFER evaluation framework and develop the TFER Evaluation Plan 2017 – 2021.

The HP staff at WHE work as a team and are required to be familiar with and support the health promotion work of other team members as required. All team members at WHE have a role in participating in the delivery of TFER. In addition members of the TFER governance structures provide support to the delivery of the TFER Strategy and Evaluation plan.

Key Performance Areas

TFER Management

- Meet all reporting and other requirements of funding bodies
- Ensure all deliverables of the TFER annual project plan
- Liaise with the TFER Chair in the development of the TFER Leadership meeting agenda
- Report to TFER Leadership Group meetings
- Develop and maintain strategic relationships and partnerships with TFER Partners, both new and existing
- Keep abreast of current policies, plans, research and health promotion initiatives of relevance to this role
- Assist with the identification and sourcing of appropriate funding for PVAW or TFER (and where relevant contribute to the writing of funding submissions and reports).

Organisational Leadership

- Work with the CEO and HP Manager to progress the achievement of the strategic and operational goals of the organisation
- Provide leadership to the organisation
- Develop and maintain strategic relationships and partnerships with Women's Health East's stakeholders as prioritised through direction of the WHE Strategic Plan

Quality Improvement

- Identify and act on continuous quality improvements within the organisation
- Take a continuous quality improvement approach to your work
- Disseminate TFER learnings via networks, presentations, conferences, and journal publications.

Other Responsibilities

- Participate in WHE staff meetings, health promotion team meetings and staff development.
- Understand and comply with the WHE OH&S policy and procedures and the legislative requirements relevant to this position
- Take a continuous quality improvement approach to work and participate in CQI activities of the HP team and the Organisation as relevant
- Treat other staff with courtesy and respect at all times
- Display behaviour in line with WHE's commitment to environmental sustainability
- Maintain adequate records and provide reports as required
- Undertake other duties as directed which fall within the scope of the position and the skills of the position holder

Key Selection Criteria

1. A tertiary degree in Health Promotion, Public Health, Gender Studies or other relevant qualification and at least three years relevant experience
2. Commitment to working within a feminist framework and within a social model of health
3. Demonstrated knowledge and experience in intersectional prevention of violence against women practice
4. Evidence of successful project management skills
5. Demonstrated robust health promotion planning and evaluation skills, knowledge and experience
6. Highly developed written communication skills including ability to write reports, plans and submissions
7. Highly developed skills and experience in the development of effective partnerships with a broad range of stakeholders in order to deliver strategic outcomes

8. Flexibility and ability to work independently and collaboratively
9. Strong time management /organisational skills and ability to manage multiple and competing demands

Desirable Criteria

1. Certificate IV in training and development is highly desirable
2. Sound understanding of co design principles
3. Experience working with people from immigrant and or refugee communities
4. Knowledge of the RRRR project
5. Highly developed IT skills
6. Demonstrated skills in advocacy work and policy review
7. Knowledge of the Eastern Metropolitan Region

Requirements:

- National Police Check certificate
- Current Victorian driver's licence
- Access to a comprehensively insured vehicle
- Pre-existing injury or illness declaration prior to appointment to position
- Employee privacy, confidentiality and security agreement prior to appointment to position
- New employee induction operational policies & procedures to be completed upon appointment