



# **WOMEN'S HEALTH & WELLBEING**

## Barwon South West

### POSITION DESCRIPTION

## **Regional Coordinator**

*There is flexibility for this position to be worked from any location within the Barwon / South West regions (subject to negotiation).*

*WHWBSW's head-office is based in Warrnambool, meaning there will be a requirement for some work to be performed from this location.*



## **Our Organisation**

Women's Health and Wellbeing Barwon South West Inc. (WHWBSW) is a feminist organisation committed to intersectionality, gender equality and great practice health promotion that leads to positive change.

We collaborate. We provide our partners with advice, training and resources to progress equality between women and men.

We use the best available evidence to understand the key health problems for women and to guide our activity. We focus our work on the causes of ill-health and violence, seeking to prevent problems before they occurs. We lead change by shifting public discussion, translating evidence into action and pushing for policy changes in businesses, organisations and all levels of government. Our current priorities include the prevention of violence against women before it occurs, improving women's sexual and reproductive health and advancing gender equality.

The Barwon South West region cover 9 Local Government Areas (LGAs). The G21 region includes City of Greater Geelong, Borough of Queenscliff, Surf Coast and Colac Otway Shires, and the Great South Coast (GSC) region includes that City of Warrnambool and Corangamite, Moyne, Glenelg and Southern Grampians Shires.

## **Our Vision**

We strive towards an ambitious vision for change where women are healthy, safe, and can access all of life's opportunities.

## **Our Purpose**

We improve women's lives through best practice health promotion.

## **Our Values**

<i>CENTERING WOMEN:</i>	We centre women in all of our work
<i>RESPECT:</i>	We respect and welcome all people and value different perspectives
<i>ACCOUNTABILITY:</i>	We hold ourselves accountable through leadership and advocacy
<i>INTEGRITY:</i>	We act with integrity and honesty in everything we do
<i>COURAGE:</i>	We will pursue our vision and purpose with courage

We proudly acknowledge Aboriginal people as the First Peoples, Traditional Owners and custodians of the lands and waters on which our work occurs. We acknowledge and respect the wisdom, living culture and unique role that Aboriginal people hold, and which has seen them thrive for thousands of years.

## About the Position

### *Regional Coordinator*

Our Regional Coordinators are the key to our organisation being able to respond to the growth of our sector. The roles contribute to our Vision by applying content expertise to the analysis and design and/or implementation of evidence-informed health promotion and gender equality programs and services across our region.

<b>Responsible to</b>	WHWBSW Regional Manager
<b>Location</b>	Barwon / South West Region
<b>Award</b>	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>
<b>Classification and Salary</b>	Pay range: \$96,969.60 - \$101,250.24 for full time equivalent. Social and Community Service Employee Level 6. <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> 12% superannuation Salary will be based on skills and qualifications Full salary packaging available
<b>Hours of work</b>	This position is 0.6 – 0.8FTE, fixed term to 30/06/2024
<b>Travel</b>	WHWBSW operates throughout the Barwon South West region and you will be required to travel within the region. Applicants must have a valid Victorian driver's licence.
<b>Probation</b>	A six-month probationary period applies to this position
<b>Additional Requirements</b>	Satisfactory Police Check and in some circumstances staff are also required to undertake a Working with Children Check.

### *Sector context*

The Women's Health sector state-wide has, effective 1/7/2022, received unprecedented funding commitments from the Victorian State Government. Women's Health and Wellbeing Barwon South West is a critical partner in ensuring this funding is used impactfully in our region.

The growth in our sector translates to growth within Women's Health and Wellbeing Barwon South West's team with increased resources committed to advancing gender equality including, but not limited to: Violence against women and children, women's safety, childcare access, quality and affordability, workplace gender equality, gender pay gap, recognition of primary carer rights and opportunities, and women's mental health.

## **Position Objectives**

Regional Coordinators work as an integral part of the Regional team alongside our Regional Manager, and our Regional Facilitators, to support the development of meaningful, target and needs-driven programs and services.

There are two key portfolios within our Regional Coordinator roles, which are:

- Research, data, evidence and evaluation; and
- Partnership and knowledge translation (translating evidence into action)

## **Key Responsibilities**

### **Outcomes**

- Ensure that outputs support WHWBSW's established Strategic Plan, in alignment with our vision and values
- Contribute at a content-expert level to the formation of Strategic Plan and program/service outcomes by providing the Regional Manager and CEO with data and evidence-based initiatives and partnership opportunities
- Adopt a strategic, regional and evidence informed approach to the implementation of WHWBSW integrated health promotion activity
- Utilise evaluation expertise to review and analyse the effectiveness and outcomes of services and programs, in line with best in class practices and current legislation and data

### **Specialist Skills and Knowledge**

- Demonstrate expertise in contemporary best practice health promotion and understanding of the ecological framework, or research, data, evaluation, partnerships and knowledge translation.
- Systems thinking and capacity building capabilities.
- Ensure WHWBSW work is evidence informed and translate this evidence and research into local activity with partners
- Ensure collective regional effort is consistently and comprehensively monitored and evaluated

### **Leadership**

- Motivate and inspire partners to engage with WHWBSW's vision and work
- Coach and equip partners to progress improvements in women's health and gender equality
- Lead by example, behaving in ways that are consistent with WHWBSW vision and values
- Support the Regional Manager in developing programs, services and partnerships that are meaningful and outcome-driven, and taking a lead in nurturing and managing organisational partnerships
- Support the Regional Manager in partnership and stakeholder management to ensure that key and complex partnerships are created, nurtured and forged

### **Collaboration**

- Ensure collaboration and shared understanding is at the heart of everything we do, and actively support the Regional Facilitators in the way in which they collaborate with our partners
- Confidently develop strategic relationships in line with WHWBSW purpose and approach
- Identify, through research and analysis, regional-level partnership opportunities and develop methodologies by which these partnerships can be supported

### **Program Delivery**

- Uphold a commitment to best practice across the planning, development, and delivery of our work
- Ensure delegated budgets are monitored and managed to an exceptionally high standard
- Ensure all WHWBSW reports are presented well, on time and demonstrate our achievements
- Assist with the identification and sourcing of funding and contribute to funding submissions

### **Communication**

- Ensure health promotion and WHWBSW broader work is seen and understood
- Ensure all WHWBSW activity is communicated and disseminated in a way that meets our audience needs

### **Key Attributes**

Our Regional Co-ordinators have experience in either or both:

#### *1. Research, data, evidence and evaluation*

Specialist experiences and qualifications in the field of data and research, or development of evidence-based and informed practices to suit demand and need. This includes providing specialist advice on how research and evidence should inform our practices and intimately understanding/seeking to understand sectoral trends in legislation, data and outcomes to shape our program and service offering design and implementation.

#### *2. Partnership and knowledge translation (translating evidence into action)*

Skills in translating the above work into practice at a partnership level. What this would look like is partnering with our many stakeholders (internally and externally) to implement the carefully developed Health Promotion plan utilizing exceptional skills in collaboration, partnership and program implementation, and the core skills of partner identification, active listening, and program design and implementation.

WHWBSW Values will strongly resonate with the Regional Coordinators and inform practices in the way in which our internal and external stakeholders are supported.

## Professional Attributes and Behaviours

It is expected that all staff will undertake their role in a manner which is aligned to the WHWBSW values and a commitment to the following:

- Adopting a strategic approach to our work and solving complex problems
- Achieve outcomes
- Model our values
- Contribute to thriving relationships and a robust learning culture
- Welcome different perspectives and creative solutions
- Work within WHWBSW policies and procedures
- Promote WHWBSW vision, purpose, and excellent reputation
- Undertake other duties as directed by your line manager from time to time

## Key Selection Criteria

### *Qualifications, Skills and Experience*

1. Demonstrable experience in either and/or both portfolio areas described above (see Key Attributes). Whilst these skills can be transferable from many and varied industries/sectors, experience within social change portfolios in health promotions, prevention of family violence, gender equality or a related community development or social field is highly advantageous (although not essential).
2. It is anticipated that Regional Coordinators hold Bachelor qualifications in Health Promotion, Social Work, Community Development or alternatively in allied health and related disciplines, or demonstrable equivalent industry experience in lieu of qualifications.
3. Highly developed skills in either and/or both:
  - Research, data evaluation and analysis and program development; and/or
  - High level collaboration skills in partnering with internal and external stakeholders to implement programs and drive change
4. Demonstrated skills and experience in adopting a regional approach to service development and implementation. Expertise in the prevention of violence against women before it occurs, improving women's sexual and reproductive rights and choices and advancing gender equity would be advantageous.
5. Extensive experience in developing and maintaining effective and collaborative working relationships with relevant stakeholders to achieve identified outcomes
6. Demonstrated commitment to the Vision and Values of WHWBSW, including an understanding of the core principles of gender equality and how this aligns with our organisational purpose and informs health promotion planning
7. Exceptional writing, research and report-writing skills with high level verbal and interpersonal skills, with the ability to deliver oral presentations and training
8. Ability to work autonomously, manage own time, set priorities, consistently plan and deliver work on time and to a high standard

## How to Apply

We welcome confidential role enquiries to Catriona Hardiman via m: 0448 971 711 or e: [catriona@cooperhardiman.com.au](mailto:catriona@cooperhardiman.com.au).

To apply please forward your application letter addressing the Key Selection Criteria, along with your resume to:

Catriona Hardiman – Director  
Cooper Hardiman Pty Ltd  
Via email at: [catriona@cooperhardiman.com.au](mailto:catriona@cooperhardiman.com.au)

**Applications Close:** Tuesday 9 August, 2022

*WHWBSW have a Victorian Civil and Administrative Tribunal exemption no: H355/2018 and can advertise for and employ only women.*