

Position Details	<p><b>Position Title</b></p> <p>Regional Capacity Building Coordinator</p>
	<p><b>Employment Type</b></p> <p>0.7 EFT - Fixed Term Contract to 30<sup>th</sup> June 2024 - employment beyond this date is dependent on continued funding. Flexibility to include some evening and/or weekend work.</p>
	<p><b>Remuneration and Conditions</b></p> <p>SCHADS Level 6 Pay Point 1</p> <p>Position negotiated according to qualifications, training and years of experience in similar organisations and/or roles.</p> <p>The organisation offers employees the opportunity of salary packaging (Salary packaging is subject to legislative requirements and in accordance with GW policy.)</p> <p>Flexible work arrangements apply.</p> <p>GWH has a time-in-lieu policy for overtime worked outside the designated flexi time arrangements.</p> <ul style="list-style-type: none"> <li>• All new appointments will be reviewed regarding ongoing employment prior to the 6 month anniversary of initial appointment.</li> <li>• Privacy and Confidentiality Agreement required.</li> <li>• Code of Conduct Agreement required.</li> <li>• Successful applicants will be required to undergo a police check and Working with Children Check.</li> </ul>
	<p><b>Exemption</b></p> <p>EOE H472/2021 – this position is open only to women and people whose gender identity is female.</p>
	<p><b>Location</b></p> <p>Gippsland Women’s Health offer a flexible working model including the option to work from home and co-located offices across Gippsland.</p>
	<p><b>Reports To</b></p> <p>Manager Health Promotion and Prevention</p>
	<p><b>Organisational Context</b></p> <p>Gippsland Women’s Health is the lead organisation for women’s health promotion, gender equity, prevention of violence against women and family violence system leadership in Gippsland.</p> <p>GWH aim to improve women’s health, wellbeing and freedom of choice by advancing women’s health and well-being, gender equity and working to prevent violence against women.</p>

	<p>Our Vision is an equal and respectful Gippsland for all women. In line with our vision, we:</p> <ul style="list-style-type: none"> <li>• Put women’s experiences first</li> <li>• Are inclusive and respectful</li> <li>• Value the contributions of our partners</li> <li>• Have the courage to innovate and build the evidence base</li> <li>• Are bold in our efforts to achieve fairness and justice for all women in Gippsland.</li> </ul>
<p><b>Position Summary</b></p>	<p><b>Key Objective</b></p> <p>The Regional Capacity Building Coordinator provides a pivotal role in positioning GWH as a collaborative and influential organisation focused on improving the health, safety and wellbeing of women in Gippsland through capacity building and training.</p> <p>The role of the Regional Capacity Building Coordinator is to support the successful completion of the GWH women’s health services health promotion plan through the coordination and facilitation of GWH capacity building education and training programs.</p> <p>In summary the role will:</p> <ul style="list-style-type: none"> <li>• Take a women’s health leadership role in implementing education and training strategies that generate and maintain social and culture change required to achieve improved health and well-being for women and support the successful completion of the health promotion plan.</li> <li>• Participate in strategic planning with the coordination team to consolidate, embed and strengthen the integration of gender equity and population based health promotion programs across the region.</li> <li>• Build and maintain strategic relationships with state wide women’s health organisations and peak bodies to coordinate and facilitate education and training initiatives.</li> <li>• Develop and maintain effective relationships across partners, stakeholders and community to effectively gender equality promote GWH as the lead regional primary prevention capacity building organisation.</li> <li>• Coordinate and operationalize the GWH women’s health service four year plan by facilitating the GWH Make the Link capacity building strategy and training to partners, stakeholders and community.</li> <li>• Maintain a positive strategic partnership with other Women’s Health services through state-wide capacity building initiatives and programs.</li> </ul> <p>There is an expectation that all staff undertake professional development and training relevant to their role and to the organisation’s needs, and are committed to continuous knowledge and skill development.</p>
<p><b>Key Result Areas</b></p>	<p><b>Health Promotion</b></p> <p>Coordinate the design and facilitation of high quality, evidence-based health GWH capacity building programs that support the GWH women’s health services health promotion four year plan and the Gippsland Free From Violence strategy including:</p> <ul style="list-style-type: none"> <li>• Recruit, train and support casual trainers and volunteer facilitators to deliver GWH capacity building programs.</li> <li>• Coordinate the GWH capacity building calendar.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide professional consultation on training development and materials to partner organisations, stakeholders and community and prepare fee for service packages.</li> <li>• Develop and deliver training for participants from a wide range of backgrounds and organisations across Gippsland, either as a sole trainer or in a co-facilitation role.</li> <li>• Design and develop high quality training and materials relating to a range of audiences to support workforce development activity and meet training deliverables.</li> </ul> <p><b>Prevention of Violence and Gender Equality</b> Provide leadership, support and advocacy to communities across Gippsland to promote and contribute to the prevention of violence against women and their children through capacity building programs and coordination.</p> <ul style="list-style-type: none"> <li>• Take a lead role in regional partnerships and coordinate regional capacity building strategies that generate and maintain social and culture change required to reduce family violence and violence against women.</li> <li>• Coordinate annual reports and acquittals to be submitted in a timely manner.</li> </ul> <p><b>Outcomes and Evaluation and Workforce Capacity Building</b> Provide support of the Outcomes and Evaluation and Workforce Capacity Building portfolio in collaboration with the health promotion coordination team including:</p> <ul style="list-style-type: none"> <li>• Ensure strategies are implemented to build on workforce capability and capacity including development of fee for service training programs.</li> <li>• Ensure systems thinking, program logic, outcome indicators and evaluation and research are in built mechanisms across all program areas.</li> <li>• Ensure outcome measurement and evaluation work aligns with state wide guidelines and indicators.</li> </ul>
<p><b>Key Management responsibilities</b></p>	<p><b>Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• Coordinate appropriate and timely recruitment and onboarding of staff, casual employees and volunteers.</li> <li>• Provide regular supervision to direct reports tailored to the needs of each staff member.</li> <li>• Undertake annual performance development and action planning and engage in regular reviews of direct reports to encourage their professional development.</li> <li>• Identify personal and professional development opportunities arising from the annual appraisal process.</li> <li>• Ensure concerns about staff performance and/or behaviour are dealt with in a timely manner, supporting staff to improve performance and/or resolve any concerns.</li> <li>• Provide support and professional development opportunities to volunteers.</li> <li>• Role model respectful and professional behaviour within the work environment at all times displaying leadership, initiative, openness, honesty, genuineness and transparency.</li> </ul> <p><b>Strategic Planning and policy</b></p> <p>Assist the Manager Health Promotion and Prevention in the implementation and oversight of the GWH strategic plan and associated Operational Plans and Work plans to ensure alignment with key priorities.</p>

	<p><b>Financial</b> This position is expected to manage and acquit program budgets, expenditure and provide all required financial reporting.</p> <p><b>Communications, Collaboration and Relationships</b></p> <ul style="list-style-type: none"> <li>• Participate in staff meetings, team development and GWH annual review of strategic directions.</li> <li>• Play an active role in accomplishing GWH goals by participating in a range of activities and interactions geared towards achieving the objectives in the organisation’s strategic plan.</li> </ul> <p><b>Effective Organisational Systems</b></p> <ul style="list-style-type: none"> <li>• Assist in the implementation of the organisation’s communications strategy as required.</li> <li>• Provide effective leadership to ensure collaboration and integration across and between GWH programs and services to achieve organisational goals and objectives.</li> <li>• Build, lead and actively participate in cross-stream mechanisms to facilitate links within and between the various work streams across the whole organisation.</li> <li>• Actively work to progress organisational continuous quality improvement and risk management frameworks.</li> <li>• Lead and engage in activities and behaviors that actively promote the development of a positive organisational and workplace culture in line with the principles of the organisation and the expectations of GWH values, vision and strategic plan.</li> </ul>
<p><b>Key Selection Criteria</b></p>	<p><b>APPLICATIONS THAT DO NOT ADDRESS THE KEY SELECTION CRITERIA WILL NOT BE CONSIDERED.</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications or experience in health, public health, public policy, community development or a related discipline.</li> <li>• Certificate IV in Training and Assessment (desired) or ability to undertake Certificate IV in Training and Assessment within first 6 months of employment.</li> <li>• Experience in leadership within the health and social services sector or training sector including the development and monitoring of operational plans, professional standards and budgets.</li> <li>• Experience in the design and facilitation of training and workforce capacity building approaches.</li> <li>• Demonstrated understanding and working knowledge of state wide priorities as they relate to health and community services.</li> <li>• Experience and knowledge of prevention of violence against women strategy.</li> <li>• Exceptional skills in stakeholder management and the ability to develop effective and collaborative working relationships to deliver effective community engagement activities.</li> <li>• Demonstrated understanding of the social determinants of health, gender equity and intersectional feminism.</li> <li>• Excellent interpersonal and high-level communication skills that support the capacity to lead, inspire and develop staff, and promote and represent GWH.</li> <li>• Highly developed conceptual and analytical skills and the ability to develop high-level reports and submissions.</li> <li>• Understanding of, and commitment to, feminist and social justice principles.</li> </ul>

#### Key Behaviours

- Strength based and change management leadership
- Respectful communication and management of staff and stakeholders
- Ability to collaborate in challenging and rapidly changing contexts
- Proven resilience under sustained pressure

#### Performance Monitoring

This position description will be reviewed annually as part of the GWH performance and development planning, when the position becomes vacant, or as deemed necessary.

#### Application Details

Written applications addressing the Key Selection criteria and marked 'Confidential' to be submitted to Melanie Brown, Manager Health Promotion and Prevention, Gippsland Women's Health at:

[melanie.brown@gwhealth.asn.au](mailto:melanie.brown@gwhealth.asn.au)

**APPLICATIONS THAT DO NOT ADDRESS THE KEY SELECTION CRITERIA WILL NOT BE CONSIDERED.**

**ABORIGINAL AND TORRES STRAIT ISLANDER WOMEN ARE ENCOURAGED TO APPLY.**

**APPLICATIONS CLOSE AUGUST 5 2022 AT 5PM.**