**Position Description Gender and Disability Advisor**

**Position title**

Gender and Disability Advisor

**Responsible to Senior Regional Consultant/Diversity Lead**

**Location**

The position covers the City of Ballarat Local Government Area, is based in the WHG Ballarat office and may be worked from home for a portion of the time, as agreed.

**Award and salary**

This position is located within Level 6 of the SCHADS Award. It includes Employer Superannuation Guarantee with an additional 2 percent as per WHG policy. Salary Packaging is also available

**Travel**

The position may require travel around the region. A vehicle is available for work-related travel. Public transport can also be used for travel and a MYKI/public transport card/vouchers is available for work-related travel.

**Hours**

26.6 hours per week or 0.7 EFT. Days and hours negotiable.

**Term of employment**

Fixed Term until 31 January 2024 (subject to completion of satisfactory three-month probationary period).

**Background to position**

Women’s Health Grampians (WHG) is one of 12 women’s health services in Victoria, funded by the Department of Health. We cover 11 local government areas across the Grampians region. WHG supports systemic change that will impact positively on the lives of women across the Grampians region, through consultation, advocacy, training and resource and service development. We work across three priority areas: sexual and reproductive health, gender equality and the prevention of violence against women. We work to achieve healthy public policy, improved service provision for women, and cultural change in these priority areas. This is a new position, funded through the City of Ballarat and the Department of Justice and Community Safety, for a 12-month program. It draws on our previous work with women from diverse backgrounds through the Equality for All project and aligns with the Women’s Health Grampians Accessibility and Inclusion Plan. In line with our Strategic Goals WHG seeks to use this new opportunity to significantly deepen our diversity and inclusion focus by engaging a Gender and Disability Advisor. The position forms part of the Health Promotion team and will apply an intersectional approach to health promotion efforts, particularly in relation to women with disabilities in the City of Ballarat.

**Summary of responsibilities**

As a member of a small team, the Gender and Disability Advisor will contribute to the development, delivery and evaluation of health promotion activities in the context of WHG’s vision and strategic plan. Specifically, this role will focus on the development and delivery of the ‘Accessibility for all – safety and respect for women with disabilities’ program in the City of Ballarat, focussing on community safety for women with disabilities and building the capacity of local partners to prevent violence against women with disabilities and address the gendered and ableist drivers of violence against women with disabilities.

**Key responsibilities**

**Health Promotion**

Implementation of the Accessibility for All Project Plan, including the following:

Develop a positive community campaign about community safety using an empowerment model.

Co-design with the Equality Advocates an Action Kit about taking action that is inclusive of women with disabilities.

Deliver training and support in how to use the Action Kit for community groups and organisations.

Work with organisations in Ballarat to address the gendered and ableist drivers of violence against women with disabilities and antisocial and discriminatory behaviours.

Conduct an audit of the City of Ballarat – from the perspective of women with disabilities, drawing on existing community safety reports, and making recommendations for change.

Other duties as requested by management.

**Responsibilities carried out by all staff**

Participate in Staff Performance Appraisal and Development including setting of performance measures, skills development plan and performance appraisal feedback system.

Participate in WHG’s Continuous Quality Improvement.

Participation and adherence to WHG’s Communication Strategy.

Develop and maintain networks across scope of position.

Support and promote the work of WHG and advocate for women’s health in general in the community, and specifically in relation to those living in rural and remote areas.

Contribute to the overall life of WHG, attending internal meetings and planning sessions as required.

Adherence to all WHG policies and procedures.

**Key selection criteria**.

Applications must address the selection criteria to be considered. Key selection criteria can be submitted in a written, video or voice recording form. Women with disabilities are strongly encouraged to apply. It is expected that the successful applicant will be able to demonstrate the following:

An understanding of health promotion and the social determinants of health as they relate to women with disabilities.

Well-developed communication and writing skills, and an ability to engage with people from a range of different backgrounds and experiences with sensitivity and awareness.

Commitment to WHG’s vision, mission, and approach, including intersectional feminism, a pro-choice position on abortion and support for gender equality.

Ability to work as part of a team while leading a discrete project and working with minimal supervision.

Sound computer skills including the Microsoft office suite of products.

Ability to travel across the City of Ballarat, as required.

A relevant tertiary qualification OR experience in relevant roles.

**Further information**

For further information: contact Kate Diamond-Keith, Senior Regional Consultant/Diversity Lead on 5322 4100 or email: [kate@whg.org.au](mailto:kate@whg.org.au). Visit the WHG website at [www.whg.org.au](file:///C:\Users\Rose\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\EMICEHBH\www.whg.org.au).

**Application**

**To apply:**

Forward your application and completed selection criteria to [kate@whg.org.au](mailto:kate@whg.org.au)

Women’s Health Grampians is committed to achieving a diverse workforce and strongly encourages applications from women with disabilities. Our workplace policies allow for flexible work, encourage work-life balance and centre staff wellbeing to support a diverse workforce. Reasonable work adjustments will be considered with successful applicants.

**Applications close 5pm 12th February 2023**