

Title	Project Support & Engagement Officer: Preventing Work Related Gendered Violence
Classification	SCHADS Level 5 PPT2
Team	Business Development and Major Projects
Work location	Hybrid work arrangements, including option to WFH, with some commitments in Gippsland, Victoria
Employment	Fixed term contract until 30 June 2025: 1.0 EFT
Remuneration	\$95,875 per annum, \$48.52 per hour plus superannuation and annual leave loading
Reports to	Project Lead: Preventing Work Related Gendered Violence
Review	6 months

1. EMPLOYMENT CONDITIONS

This position is remunerated according to the SCHADS Award Level 5 pay point 2.

Gippsland Women's Health (GWH) offers salary packaging which is subject to legislative requirements and in accordance with GWH policy.

Successful applicants will be required to:

- Sign a Privacy and Confidentiality Agreement and abide the organisations Code of Conduct Agreement
- Provide a current Criminal History Check and Working with Children Check

2. ORGANISATIONAL CONTEXT

GWH is the leading not-for-profit organisation dedicated to promoting the health and wellbeing of women and girls in the Gippsland region of Victoria, Australia. With a 30 plus year history of delivering high-quality women's health promotion, gender equity and prevention of violence programs and initiatives, GWH has built a reputation as a trusted and respected voice and advocate in women's health and wellbeing.

GWH works across communities informing and influencing to support positive change and improve opportunities for all women, girls and gender diverse people in Gippsland.

3. POSITION SUMMARY

The Project Support & Engagement Officer: Preventing Work Related Gendered Violence is responsible to:

- Support the development and implementation of the project including planning, monitoring, reporting and evaluation.
- Support workplace engagement and capacity building within the identified sector, including establishing and maintaining purposeful relationships, to prevent and address work related gendered violence.
- Work closely with the team and Project Lead to support the development of communication, marketing and high-level advocacy strategies for the project.
- Collaborate and engage with stakeholders to ensure effective engagement and project alignment.

4. KEY RESULT AREAS

SUPPORT THE PROJECT

- Use project management processes and expertise to support the development, implementation, evaluation of activities and reporting related to the project.
- Support the Project Lead to monitor project progress, including achievement of key milestones on time and budget.
- Support the Project Lead to identify, manage and remedy any project risks.
- Ensure risks (including work health and safety) are escalated effectively and efficiently.
- Ensure the day-to-day project activities and resources are met.
- Keep records as required.

COLLABORATION AND STAKEHOLDER ENGAGEMENT

- Work collaboratively with the team and project partners to ensure engagement with the project and alignment with the project's key objectives.
- Build and sustain positive working relationships and effective communication with the team and project stakeholders including stakeholder organisations and consultants.
- Identify opportunities to proactively influence change in workplace policy and practice to promote gender equality and prevent workplace gendered violence.
- Identify stakeholder knowledge gaps and support the Project Lead to develop and facilitate innovative responses to meet identified needs.
- Continue to build the evidence base for change.
- Build and maintain purposeful relationships with key stakeholders and project champions.

COMMUNICATION

- Monitor online platforms in collaboration with the Project Lead and communications team.
- Support the Project Lead with preparation of reports and general correspondence as required for internal and external purposes.
- Promote communications and marketing materials through appropriate social channels.
- Track analytics and create reports to inform project team.

5. KEY SELECTION CRITERIA

- a) At least three years' experience in a similar role in the prevention of gendered violence or promotion of gender equality.
- b) Strong organisational and project management skills with experience managing competing priorities, independently and in a team, in a fast-paced environment.
- c) Proactive approach to problem solving and ability to work independently.
- d) Experience implementing workplace engagement initiatives in partnership with wide range of stakeholders at different levels within organisations.
- e) Proven experience in developing and maintaining purposeful relationships with a wide range of stakeholders.
- f) Detail-oriented with well-developed ability to translate knowledge through a range of engagement activities.
- g) Excellent communication and interpersonal skills.

6. KEY BEHAVIOURS

- An understanding of and a commitment to feminist, intersectional and social justice principles
- A commitment to respectful, honest and transparent communication
- A curious, empathic and open-minded attitude



POSITION DESCRIPTION

- A proactive self-starter, energetic and driven
- An ability to collaborate in a challenging and rapidly changing environment

7. QUALIFICATIONS

Qualifications in communications, public relations, learning and development, project management or other related qualifications.

8. DESIRABLE EXPERIENCE

Experience in the not for profit, community, or government sectors.

9. APPLICATION DETAILS

Applicants are requested to provide a resume and cover letter, of no more than 2 pages, outlining your suitability to the position in line with the selection criteria.

Submit your application via email to Rochelle Parker, Project Lead Preventing Work Related Gendered Violence, rochelle.parker@gwhealth.asn.au by 5pm Tuesday 12 March 2024.

10. ENQUIRIES

For any enquires please contact Rochelle by email rochelle.parker@gwhealth.asn.au