



POSITION DESCRIPTION

POSITION DETAILS	
Position Title	Manager, Women's Health and Gender Equity
Status	1.0 FTE 12 month maternity cover
Classification	SCHADS Level 7/8 (depending on experience)
Location	West Perth
Reports to	CEO
Date	September 2023
POSITION OVERVIEW	
	<p>The Manager of Women's Health and Gender Equity will focus on supporting specialist women's community health services and other stakeholders to support women and their children to lead safe and healthy lives, with a focus on supporting women facing multiple disadvantage and complex lived experiences and health conditions.</p> <p>The Manager of Women's Health and Gender Equity plans and implements activities designed to promote women's health, safety and wellbeing across the areas of sexual and reproductive health, mental health/alcohol and other drug use, and the prevention of violence and discrimination. They will work collaboratively with government, non-government organisations and key stakeholders to influence public policy or change legislation, to improve access to services and resources, and to build individual, community and organisational capacity to improve the status of women.</p> <p>Drawing on sound leadership skills and program management experience, this position is responsible for the delivery of a range of policy, project and advocacy work that promotes the safety, health and wellbeing of all Western Australian women. This includes contributing to CWSW's internal operations, such as the website, social media, newsletters, and annual report.</p> <p>A key responsibility and deliverable for this position will be coordinating a range of logistical, stakeholder relationships, administrative and project management activities for the 2023 CWSW Women's Health Conference. The Manager will work closely with the CEO and other key CWSW positions to design an agenda, attract appropriate speakers and event sponsors, identify key issues and develop a risk assessment.</p>

The Manager will be expected to apply gender equity and intersectional lenses to all aspects of their work, advocating for more inclusive and responsive policy making and service delivery, and contributing to an equitable workplace.

The Manager of Women's Health Promotion and Gender Equity reports to the Chief Executive Officer.

KEY RESPONSIBILITIES AND DELIVERABLES

Key Responsibilities

- Provide strategic leadership in policy, advocacy and research to advance gender equity and the health and safety of women.
- Maintain awareness and engagement with emerging issues, trends, reforms and policy and program development across Western Australia and nationally.
- Coordinate a range of logistical, stakeholder relationships, administrative and project management activities for the 2023 CWSW Women's Health Conference.
- Act as first point of contact for all Conference stakeholders.
- Undertake analysis of sector needs to identify current issues and trends, gaps, challenges, and opportunities for established and new sector development and support initiatives.
- Support identification of training, education, and professional development opportunities in preventing gender-based violence, gender equity, gender analysis and health promotion.
- Develop and maintain relationships with key government and sector stakeholders and networks across CWSW's priority areas in women's health and gender equity, including the network of women's health services.
- Actively identify and pursue strategic opportunities to advance CWSW's priorities and expand CWSW's leadership and influence.

Key Deliverables

- Manage the development, implementation, evaluation and reporting of CWSW's activities under the North Metropolitan Health Service Grant.
- Develop and maintain a detailed project plan for the Conference, noting all key milestones and deliverables.
- Set, monitor and prioritise all project milestones, ensuring they are delivered on time.
- Formulate evidence-based policy, position papers and develop submissions documents in line with CWSW strategic priorities and goals.
- Working closely with key CWSW positions, plan and develop a range of resources and communication materials for diverse audiences including digital engagement materials and publications.

SELECTION CRITERIA

Essential Criteria

- Demonstrated extensive experience in project management, including experience with project managements tools and achieving project outcomes.
- Demonstrated experience in event coordination.
- Tertiary qualifications in a relevant discipline such as human or health sciences, community services, social work and/or significant relevant experience.
- Well-developed understanding of the current context in gender equity, violence against women, women’s health policy and practice and a sound understanding of the social determinants of women’s health, safety and wellbeing.
- Exceptional organisational and time management skills, including an ability to prioritise and work within tight deadlines.
- Confidence to work autonomously and concurrently collaborate in a team environment, and creative problem-solving skills.
- Capacity to work in a fast-paced and changing work environment, including ability to use initiative and independent problem solving.
- Commitment to the values and objectives of the Centre for Women’s Safety and Wellbeing.

Desirable

- Previous experience working in a peak body, the women’s services sector or the community services sector.
- Experience in system reform and advocacy.
- Experience in the delivery of training, group facilitation and public presentations.

ADDITIONAL INFORMATION

Work Health and Safety	All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.
Police Check	A national police record check is required as part of the recruitment process.
Vaccination	COVID-19 vaccination is required in accordance with the CWSW COVID-19 Vaccination Policy.