

Title	Workforce Capability Coordinator
Classification	SCHADS Level 6 Pay Point 1
Team	Gippsland Family Violence Alliance
Work location	Hybrid work arrangements, including option to WFH, with regular commitments in Gippsland, Victoria
Employment	12-month fixed term contract until January 31, 2026: 1.0 EFT
Remuneration	\$106, 387 per annum pro rata, \$53.84 per hour plus superannuation and annual leave loading
Reports to	Principal Strategic Advisor for Family Violence
Review	6 months

1. EMPLOYMENT CONDITIONS

This position is remunerated according to the SCHADS Award Level 6 pay point 1.

Gippsland Women's Health (GWH) offers employees the opportunity of salary packaging to the maximum amount. Salary packaging is subject to legislative requirements and in accordance with GWH's policy.

Successful applicants will be required to:

- Sign a Privacy and Confidentiality Agreement and abide by GWH's Code of Conduct
- Provide a current Criminal History Check and Working with Children Check
- Hold an unrestricted Victorian Driver's Licence.

2. DIVERSITY AND EQUAL OPPORTUNITY ACT EXEMPTION

Under the Equal Opportunity Act 2010 (Application # H472/2021) this position is open only to women and people whose gender identity is female.

3. 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 auspices the [Gippsland Family Violence Alliance](#), which is partnership of agencies all who respond to family violence, this includes specialist family violence, homelessness, alcohol and other drug agencies, mental health, family services, justice, magistrate courts among others. The positions associated with the Gippsland Family Violence Alliance report to the Committee, and work towards the outcomes of the GFVA Strategic Plan which include:

1. System's Integration and Improvement
2. Supporting the implementation, monitoring and evaluation of family violence reform initiatives
3. Developing an evidence base and advocating for system's change
4. Building workforce capacity and capability
5. Governance and system's leadership

4. POSITION SUMMARY

The Workforce Capability Coordinator will report to the Principal Strategic Advisor for family violence and will contribute to improved service integration and system improvement through workforce capability.

Using a gendered, intersectional and capacity building approach, the role involves the development, delivery and evaluation of workforce development strategies aimed at practitioners and those in leadership positions. The role will provide generalist family violence response and workforce development knowledge focused on embedding MARAM and Information Sharing, Family Violence Capability Frameworks and Best Practice Supervision into practice. The role aims to increase the capability of the region to respond to family violence, and to increase the capacity of the workforce.

This role will work on identified priorities of the GFVA and with partners to achieve outcomes.

5. POSITION OBJECTIVES

The Workforce Capability Coordinator will:

- Support the development and as delegated by the Principal Strategic Advisor, assist with the implementation of Workforce Development Action Plan, focusing on initiatives which will support workforce development and capability.
- Lead initiatives which support service integration and system improvement
- Focus on **collaboration and teamwork** both within GFVA and with stakeholders
- Contribute to **health policy, research and practice**
- **Communicate effectively and respectfully**

6. KEY RESULT AREAS

Workforce Development and capability:

- Support the development and as delegated by the Principal Strategic Advisor, assist with the implementation of Workforce Development Action Plan and Gippsland Family Violence Strategic Plan, including planning, delivering, reporting and evaluation.
- Coordinate, develop, deliver and evaluate training, coaching and mentoring in a variety of settings within the region, to support the implementation of the Family Violence Capability Framework, Best Practice Supervision and MARAM and Information Sharing.
- Coordinate and deliver MARAM Collaborative Practice Training
- Develop and prepare resources, design and deliver capacity building activities and run communities of practice that support workforce development.
- Facilitate in person and online capacity building.
- Support the PSA to identify, manage and remedy any reputational, program and/or stakeholder risks.
- Ensure the day-to-day program activities and resources are met.
- Ensure documentation and reporting occurs in a timely and accurate manner within the designated systems of GFVA.
- Continue to build the evidence base for change.
- Perform other duties as directed and necessary.

System Integration and Improvement

- In conjunction with the PSA, implement and maintain the GFVA partnership and relationship strategy.
- Engage collaboratively with a range of stakeholders to enhance knowledge, understanding and uptake of best practice in relation to family violence and child wellbeing and opportunities for

change

- Develop and support purposeful, effective partnerships with GFVA key stakeholders including universities, TAFE Gippsland, employment services and other relevant sector leads.
- Actively support GFVA partners to build their capacity to respond to the health, safety and wellbeing of people experiencing family violence, and people using family violence, especially those who are most marginalised in the community.
- Participate in partnerships and networks that are relevant to workforce development.
- Identify stakeholder knowledge gaps and with support from PSA, develop and facilitate innovative solutions to meet identified needs.

Collaboration and Teamwork

- Role model the desired culture, consistent with GWH's and the GFVA values and behaviours, including the modelling of a practical, proactive and positive approach to health, safety, diversity, inclusion, wellbeing, and environment.
- Work collaboratively with the team and key stakeholders to ensure engagement and alignment with the GFVA strategies and related programs/projects.
- Build and sustain positive working relationships and effective communication with the team and key stakeholders.
- Actively participate as a member of the Gippsland Family Violence Alliance team and work collaboratively to achieve team and organisational goals.
- Participate in organisational planning, staff and team meetings and staff development.
- Facilitate internal knowledge transfer of programs and strategies to support organisational understanding and ownership.

Health Policy, Research and Practice

- Provide support and assistance to the PSA and other colleagues, to develop and deliver integrated planning, implementation, and evaluation activities and to fulfil GFVA strategic objectives and reporting requirements.
- Review and contribute to submissions, reports, articles and conference presentations.

Communicate Effectively and Respectfully

- Work closely with the team to support the development of communication, marketing and high-level advocacy strategies.
- Work with GFVA Communication Advisor to develop key assets including toolkits, newsletters and social media.
- Support the PSA 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 the team.

7. KEY SELECTION CRITERIA

1. At least three years' experience in a similar capacity building position in the community/family violence sector, including a demonstrated knowledge of workforce development, or project management, with experience managing competing priorities, independently and on a team and utilising contemporary project management tools to achieve outcomes.
2. Proven experience in developing and maintaining purposeful relationships with a wide range of

stakeholders

3. Excellent interpersonal and communication skills (written and verbal)
4. Detailed oriented with a well-developed ability to translate knowledge through a range of engagement activities
5. Experience in delivering training, group facilitation and public presentations.
6. Understanding of and commitment to intersectional feminism and its relation to inequitable health, safety and wellbeing outcomes.

7. KEY BEHAVIOURS

- An understanding of and a commitment to intersectional feminism and social justice principles
- A commitment to respectful, honest and transparent communication
- A curious, empathic and open-minded attitude
- A proactive self-starter, energetic and driven
- An ability to collaborate in a challenging and rapidly changing environment
- A commitment to apply the GFVA vision, purpose and strategic priorities
- A commitment to continuous knowledge and skill development and to undertake professional development and training relevant to the role and the organisation's needs

8. QUALIFICATIONS

Tertiary qualifications in Social Work, Community Services, Community Development or related discipline.

9. DESIRABLE EXPERIENCE

- Experience in the development of program and project resources.
- Knowledge of the Gippsland region.
- Experience in the not-for-profit or community services sector.
- Ability to meet the criteria of recommendation 209

10. APPLICATION DETAILS

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

Submit your application via email to Kim Adams, Principal Strategic Advisor to Family Violence kim.adams@gfva.com.au by 9am 11th December.

Please note: Applications will be reviewed and interviewed upon receipt

11. ENQUIRIES

For any enquiries, please contact Kim Adams by email kim.adams@gfva.com.au