

Position

Description

Position Title	Senior Policy and Project Officer – Working Women’s Centre
Position Status	Full time or Part time - negotiable (minimum 0.8 EFT) / Fixed term until 28 August 2028
Salary	\$100,000 – \$108,000 per annum (pro rata) + salary packaging and superannuation
MEA Classification	Level 5 Victorian CLC Multi-Enterprise Agreement 2024-2027
Position Reports to	Director – Policy, Advocacy and Communications
Position Supervises	Nil
Date Reviewed	July 2024

About Women’s Legal Service Victoria

Women’s Legal Service Victoria (Women’s Legal) is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society and are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. It is through a feminist lens that we deliver high quality services to our clients and support each other as colleagues.

Women’s Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting women’s participation in employment through building skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

Staff are offered:

- An incredibly supportive work environment, working alongside other highly talented professionals, and enabled by an experienced management team.
- A strong commitment to your professional development, personal development, and health and wellbeing.
- A genuinely flexible working environment that supports women’s participation in employment.
- 5 weeks annual leave!
- Salary packaging (which can add up to \$15,900 in tax-free pay per year)

Our Culture

We're continually building on our culture of inclusivity, collaboration and safety so our teams and individuals thrive. We value diversity, build empathy and consider impact to foster belonging and create equity.

About our Policy, Advocacy and Communications team

Our Policy, Advocacy and Communications (PAC) team drive systems reform to improve outcomes for women and their children. We do this by gathering data and casework insights from our services, undertaking research, and consulting across sectors and government. Our policy managers research and develop law reform agendas and service design solutions. Our campaign and communications specialists ensure that our advocacy agenda is transformed into messages that are delivered in the right format, across the right channels, to the right audience and at the right time.

Position Objectives

To provide strong project management, policy and law reform, and stakeholder engagement expertise to the new Victorian Working Women's Centre (WWC Vic), being delivered in collaboration by three community legal centre partners and Women's Legal.

As part of a cross-organisation project team, the role will coordinate key activities to build community awareness and understanding of women's rights at work, improve system responses when legal issues arise, and activities to prevent gendered violence in workplaces.

This will include:

- development and delivery of a law reform advocacy plan;
- development of community education, workforce development and prevention workplans and coordinate implementation across project partners;
- stakeholder engagement to improve the system response for women experiencing employment and discrimination legal issues; and
- Coordination of monitoring and evaluation to demonstrate the WWC Vic's impact.

Key Responsibilities

Project Management

- Provide ongoing advice on the planning, development and implementation of program initiatives with a focus on workforce development, community education and prevention of gendered violence in workplaces; and
- Work collaboratively with partner CLCs, Women's Legal colleagues and consultants to deliver project activities including supporting strategic communications.

Advocacy and Law Reform

- Develop and lead law reform and advocacy opportunities to drive legislative and system change improvements by the experiences of the WWC Vic's clients; and
- Collaborate with the national peak body for Working Women's Centres.

Prevention of Gendered Violence

- Coordinate delivery of training, capacity building and resource development initiatives focused on gender equity and prevention of gendered violence at a workplace, industry and sector level; and
- Engage collaboratively with a range of stakeholders to enhance knowledge, understanding and uptake of best practice prevention of gendered violence.

General

- Participate effectively in organisational strategic planning initiatives, policy and procedure development and projects to advance Women's Legal;
- Contribute to a healthy, productive team culture where work practices, decision making, and behaviour reflect Women's Legal's feminist framework and values;
- Contribute to Women's Legal Reconciliation Action Plan activities; and
- Perform other duties as directed and necessary to the proper performance of the role.

Position Requirements

1. Skills, Knowledge and Behaviour

The following skills are required to be demonstrated:

- Ability to develop and implement project plans with a focus on law reform, advocacy and stakeholder engagement;
- Excellent research and writing skills and the ability to draft persuasive evidence-based recommendations to inform or advocate for change;
- Excellent oral and written communication skills including communicating to influence and drive change;
- Strong project management skills, including setting priorities, planning and organising work;
- Analyse and use qualitative and quantitative data to inform project planning, law reform advocacy and conduct meaningful project monitoring and evaluation;
- Ability to work collaboratively in a team environment; and
- Ability to collaborate effectively with a range of stakeholders.

2. Qualifications and Experience

The following qualifications and experience are required for the position:

Essential

- Experience delivering projects successfully and collaborating with stakeholders;

- Experience developing and delivering law reform and advocacy initiatives; and
- A tertiary degree in a relevant discipline

Desirable

- Demonstrated knowledge of gender equity and prevention of gendered violence and experience working on projects to drive change in workplaces; and
- Experience drafting communications and supporting implementation of strategic communications strategies.

Equal Opportunity Employer

We recognise our work benefits greatly from the unique knowledge, skills and expertise of individuals with diverse experiences, including those with lived experience of family violence, Aboriginal and Torres Strait Islander people, women with disability and women from migrant, refugee or non-English speaking backgrounds. If this is you, we strongly encourage you to apply. Women’s Legal relies on an exception under the Equal Opportunity Act to employ women only.

Shared Organisational Responsibilities

Women’s Legal Service Victoria (Women’s Legal) has the following expectations of all employees:

<p>Values and Behaviours</p>	<p>Everyone who works at Women’s Legal plays an important role in upholding our ethics outlined in the Code of Conduct and living our values.</p> <p>Together, we are:</p> <p><i>Authentic:</i> We are reliable, trustworthy and transparent about how we work. We reflect on our work and take responsibility for our actions.</p> <p><i>Collaborative:</i> We are stronger when we work together. By sharing power and privilege with diverse voices, we achieve better outcomes. We respond to requests for help with generosity.</p> <p><i>Courageous:</i> We are brave, resilient and face challenges with integrity. We unapologetically advocate for our goals and back one another to take considered risks to increase our impact.</p> <p><i>Inclusive:</i> We believe respect, equality and opportunity must be afforded equitably and to everyone. We understand this will require critical reflection on where power lies and how it functions, and active effort to disrupt it.</p>
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	<p><i>Purposeful:</i> Our services respond to the community, laws and people we work with. We value curiosity and relish opportunities to improve our work.</p>
<p>Safe Workplace Actions</p>	<p>All staff have a responsibility to always display and promote safe actions in the workplace in line with our Occupational Health and Safety policies and procedures</p>
<p>COVID-19 Vaccination</p>	<p>Women's Legal encourages staff to follow Australian Government advice about reducing the spread of COVID-19. There are some locations where our staff work, such as health services or courts, which may have vaccination requirements for workers. It is the responsibility of Women's Legal staff to ensure that they can meet these requirements to undertake their work duties.</p>
<p>Child Safety</p>	<p>Women's Legal is committed to protecting children and vulnerable people who have contact with our service. It is a condition of employment for all staff to have a Working with Children Check. This must be provided at the time of appointment and maintained for the duration of their employment.</p>
<p>National Criminal History Check</p>	<p>It is a condition of employment for all staff to produce current National Criminal History Check.</p>

