

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Program Advisor Gender Equality	
<b>Classification:</b> Band 6	<b>Effective Date:</b> August 2023
<b>Reports to:</b> Program Implementation Lead	<b>Tenure:</b> Fixed-term (12 months)/Part-time (0.6 FTE)

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

### Goal Statement

This position will actively enable implementation and monitoring of the: Whitehorse Gender Equality Action Plan 2021-25 (GEAP).

The position works with and supports cross-organisational efforts in the defined scope of work, builds the capacity of the organisation to carry out its responsibilities in regard to gender equality, monitors outcomes and reports on these to both Council and State government authorities.

The position also works with key internal and external stakeholders in regard to gender equality.

### Key Responsibilities

*Position Specific Responsibilities*

#### Gender Equality Action Plan

Coordinate implementation of all strategies and actions within Whitehorse's Gender Equality Action Plan (GEAP).

Support Council departments to undertake Gender Impact Assessments (GIA's) for new and reviewed policies, procedures, programs, services and plans that directly impact the Whitehorse community.

Regulate and maintain currency of the organisations GIA register and oversee the organisations compliance under the *Gender Equality Act (2020)*.

#### Cross-organisation Engagement

Coordinate working groups that support and promote gender equality, diversity and inclusion across Council, resulting in meaningful change in the workplace through embedding innovative and inclusive practices.

Provide administrative support for the Cross-Organisation Leadership Taskforce, which includes senior managers tasked to raise awareness, monitor progress and promote Gender Equality and other cross-organisational programs across the organisation.

Coordinate Council's Diversity and Inclusion (D&I) Days of Significance program of work for the workforce as represented in the Gender Equality Action Plan.

### **Capability Development**

In collaboration with the Organisational Development and Culture team, identify, source and implement a suite of Gender Equality, Diversity and Inclusion training to support the implementation of the Gender Equality Action Plan including, but not limited to:

- Compliance training, e.g. Sexual Harassment, Equal Employment Opportunity
- Foundation training, e.g. D&I Foundations
- Awareness-raising training, e.g. Unconscious Bias, Bystanders
- Specialist training, e.g. Gender Impact Assessments

### **Metrics and Reporting**

Support the Organisational Development and Culture team to prepare systems and data collection methods that enable measurement and reporting of Workplace Gender Equality Indicators and broader diversity and inclusion.

Establish and monitor appropriate record-keeping method to ensure that all GIAs are recorded centrally in preparation for the required quarterly progress reports.

Prepare internal and external progress reports for GEAP activities.

### **Corporate Responsibilities**

Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.

Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.

Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

Other duties as directed within the skills and capabilities of a position at this level.

### Authority

#### **Budget:**

Assist the Program Implementation Lead in developing and managing the budget for cross-organisational programs planning and implementation.

Administer the budget for cross-organisational programs planning and implementation.

#### **Staff Responsibility:**

Nil.

#### **Key Relationships:**

The position will liaise with all employees, volunteers and management across the organisation including the Executive. Specific internal relationships include the Cross-Organisational Leadership Taskforce and as well as the Gender Equality Working Groups.

The position is required to maintain professional relationships with various external contacts, including: other councils, volunteer organisations, specialist consultants/contractors, LGPro and Industry forums and practice groups, Municipal Association of Victoria (MAV), and external regulatory bodies (e.g. Commission for Gender Equality in the Public Sector).

The incumbent may also on occasion be required to represent Council in the public arena.

### Judgement and Decision Making

- The freedom to act is governed by clear objectives, and budgets.
- Exercise judgment and solve problems, using specialist knowledge and techniques.
- Problem solving may require innovation and the continuous improvement of techniques, including their application to new situations.
- Guidance and advice are usually available.
- Decisions and actions are usually subject to appeal or review by more senior staff.

### Specialist Knowledge and Skills

#### Technology

- Experience with database and reporting systems.
- Proficiency in the use of the Microsoft suite of applications.

#### Other Technical Skills

- Advanced skills in Microsoft Office applications.
- Knowledge of the *Victorian Gender Equality Act 2020*.
- Demonstrated skills in developing innovative solutions to complex, new and existing problems.

#### Certificates/Licences

- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

### Interpersonal Skills

- Highly developed and effective communication, interpersonal and influencing skills with demonstrated experience working collaboratively with a range of stakeholders.
- Strong written and oral communication skills, including presentation skills and the proven ability to engage with employees at all levels and with culturally and linguistically diverse groups.
- Develop and foster strong working relationships that focus on creating internal and external partnerships to promote gender equality.
- Flexible working attitude, and ability to adapt work style.
- Ability to work independently and collaboratively within an organisational context and in the broader community
- Displays a high level of personal and professional integrity.

### Management Skills

#### Leadership/management

- An understanding of the long term goals of the People and Culture Department and a knowledge and appreciation of relevant goals of the wider organisation.
- Contributes to the overall performance of the Cross Organisation Programs team, ensuring that objectives and goals are met.

#### Other attributes (desirable)

- Knowledge of local government operations and applicable legal and regulatory requirements an advantage.

#### Notes and comments

- The incumbent may be required to work from different locations within the municipality
- The incumbent may be required to attend out of hours work meetings.

### Key Selection Criteria

- Relevant tertiary qualifications in social sciences, or a related field; or lesser qualifications combined with substantial related experience.
- Demonstrated understanding of gender equality including best practice in these spaces.
- Relevant experience and demonstrated competence in research, data analysis, report writing and communication.
- Highly developed and effective communication, interpersonal and influencing skills with demonstrated experience working collaboratively with a range of stakeholders.
- Demonstrated ability to manage time, set priorities, plan and organise their own work so as to achieve specific and set objectives in the most efficient way possible within set time lines.
- Demonstrated skills in developing innovative solutions to complex, new and existing problems.

### Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.		Never/rarely	
<b>Standing</b> Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	Sometimes/often	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		Never/rarely	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	Sometimes	
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		Never/rarely	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a work station.	Often	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence		Often	

**Any other relevant comments:**