



WESNET

The Women's Services Network

SCHEDULE 1 - POSITION DESCRIPTION

Position title:	WESNET Policy and Projects Officer
Hours	42-56 hours per fortnight (part-time) It is expected that most work will usually be undertaken between the hours of 9–5 Monday to Friday. Some out of business hours work may be required from time to time when travelling or for meetings.
Team/ Program area	WESNET and Safety Net Australia
Award/Agreement/ Classification	The position is guided by the Social, Community, Home Care and Disability Services Industry Award [MA000100]. Classification is linked to Level 5, Pay Point 1. Conditions are in accordance with the NES and the SCHADS Award. Generous salary packaging is available as WESNET is a registered Public Benevolent Institution enabling staff to package up to \$30,000 before tax.
Reporting to	CEO WESNET
Tenure	Fixed term to 30 June 2022 with potential for extension depending on funding.
Location	This is a work-from-home position. Living within 1 hour of a major metropolitan airport, or in Victoria is advantageous. Interstate travel may be required as part of the position.

Our Organisation

WESNET is a national women's peak body that facilitates and promotes policy, legislative and programmatic responses relevant to women and children who have experienced domestic or family violence.

WESNET works to minimise the harm to women and their children from domestic and family violence by advancing responses that:

- Ensure the safety of women and children;
- Empower them to live free of violence; and
- Improve the social, political and economic status of women.

Site/Program Profile

WESNET is a national women's peak body with over 300 members that are women's frontline agencies specialising in family, domestic and sexual violence. WESNET member services are women-led, and work within an intersectional feminist framework - acknowledging the disadvantage women face, and the further disadvantage faced by women from vulnerable populations - and deliver their services with a woman-centred, empowerment approach.

The **Safety Net Australia** program was established in 2011 by WESNET. Objectives of the program include working with communities and agencies to address how ongoing and emerging technology facilitated abuse impacts the safety, privacy and accessibility rights of victims of domestic and family

violence, sexual violence and stalking; and to train agencies who work with women experiencing all forms of violence in ways to use technology strategically to help find safety, access support and services and gather evidence against their abusers.

We also provide direct relief and other programs in partnership with corporate partners such as Telstra, Facebook, Kaspersky and Uber.

Position Summary

The Policy and Projects Officer will provide support to the CEO WESNET to deliver the aims and objectives of WESNET including in relation to the Safety Net Service which examines the intersection between violence against women and technology. It is expected the position will work over broad policy issues and project work relating to violence against women as well as more specific policy and project work in relation to the intersection between technology and violence against women with a wide variety of stakeholders.

Position Responsibilities

1. Policy and submission writing and analysis

On a day to day basis the Policy & Projects Officer will be responsible for drafting policy documents (including background research and consultation with WESNET membership, project participants, team members, researchers and other relevant stakeholders), policy analysis, providing advice to the CEO, first drafts for submissions, funding proposals and undertaking tasks as directed by the CEO. The Policy & Projects Officer will also assist with advocacy and achieving WESNET goals and deliverables. Regular activities include liaising with WESNET members, program partners and other relevant stakeholders, and supporting WESNET's social media activities.

2. Development of resources and policy documents to support WESNET's policy advice and broader membership

The Policy & Projects Officer may be called upon to draft and/or assist with the development of community resources (such as guides for how individuals and groups can contribute to the elimination of violence against women) and policy documents (such as guidelines for participating in WESNET activities and forums).

The position is directly responsible to the WESNET CEO.

3. Project management and completion

Undertake a range of discrete projects that involve development of or provision of policy advice or practical resources designed to assist a wide range of audiences.

4. Help sustain WESNET, the Safety Net Australia Service and participate in other related activities and events as needed.

Position Requirements (qualifications, skills, knowledge and attributes)

Requirements: A successful applicant MUST have:

- Well developed organisational skills and be detail-oriented, and self-motivated.
- Significant experience working in the fields of violence against women and girls, and knowledge about the specialist violence and allied frontline service provider sectors.
- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with a team, other staff, other organisations, and other professionals; work

- independently when needed; treat all people with dignity and respect; accept, act upon, and offer constructive criticism; and approach situations with a sense of humour.
- Demonstrated ability to handle multiple tasks, manage time, evaluate progress, and adjust activities to complete tasks within established time frames and produce high quality work.
 - Demonstrated goal setting, problem solving, creative/analytic thinking skills, and project management skills.
 - Excellent computer skills, including familiarity with advanced features of MS Office, particularly Excel, PowerPoint, and Word and online platforms such as webinar platforms, Wordpress and Learning Management Systems.
 - Commitment to the agency vision and values and an understanding and commitment to a feminist philosophy.
 - Bachelor's degree or equivalent work experience in a relevant area.

Key Selection Criteria

The following competencies are deemed critical for this role:

1. Organisational skills: Ability to work effectively in a small team setting, meet deadlines and take direction, as well as working independently.
2. Administrative skills: Keen attention to detail, strong project management skills, time, event, meeting planning and facilitation, priority setting and management of multiple tasks and deadlines. High computer literacy.
3. Advanced written and oral communication skills: for a range of purposes and stakeholders enabling the development and production of clear, accurate, evidence-based policy, submissions, reports, resources, events and communications products for different audiences; friendly and competent communication style.
4. Online communications skills: Experience in online communications including updating websites, developing content for websites and social media platforms and developing communication materials.
5. Position content expertise: High level understanding of the gendered nature of violence against women in the community. An understanding of social identities and social inequities and how they impact women; an appreciation of feminist frameworks and the application of public policy to women, particularly women from marginalised backgrounds.
6. General: Demonstrated commitment to the principles and approach of WESNET and a broad understanding of the community services sector particularly the women's sector.

Additional Information

- WESNET is an equal opportunity employer.
- Aboriginal and Torres Strait Islander people and those who speak languages other than English are encouraged to apply
- In regard to Health and Safety (H&S), 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 proactively managing incidents and injuries as well as co-operating with any measures introduced in the workplace to improve H&S.
- Employment is subject to a satisfactory current (within past 12 months) National Police Check, Working with Children Check (and if based in the ACT, a General Working With Vulnerable People (WWVP) Check) at the start of tenure and renewed every 3 years or as requested. The employee is also responsible for notifying the CEO if any criminal activity occurs in between National Police Checks that may be likely to come up on a future check.
- Applicants who are not permanent residents or citizens must have a valid Australian visa with work rights.

Relationship to performance development and review

This position description operates in conjunction with and forms part of the annual review and professional development process. An initial review will take place at the end of the induction and probationary period, which is three months following commencement of employment and then on the anniversary of commencement (contract term depending).

WESNET conditions and benefits

Benefits include:

- long service leave due after ten years, with access after seven
- flexible working hours as agreed to assist in work/life balance within operational requirements.
- study leave, professional development and training, and a commitment to staff safety.
- No overtime will normally be paid (unless specifically agreed in writing).

Office Hours

It is expected that most work will usually be undertaken between the hours of 9-5 Monday to Friday. Some out of business hours work may be required from time to time when travelling or for meetings. WESNET strives to be family friendly and flexible within operational requirements. Regular days of work for part time positions operating as part of a team will be negotiated with the CEO.

Copyright and Intellectual Property

Copyright and intellectual property rights in relation to resources, programs, documentation, systems and all other outputs which are produced or to which a contribution is made in the course of undertaking the employment remain the sole property of WESNET Inc. The contributions of the employee to major pieces of written or other work will be properly acknowledged in writing on the report or product.

How to apply

To be considered for shortlisting and an interview your application must include:

- A Cover letter
- A statement which describes your suitability against each of the key selection criteria detailed in the Position Description.
- A resume containing your contact details, a summary of work experience, details of qualifications and education.
- Referees - if required for an interview you will be required to provide details of at least two referees - ideally one should be your current or most recent supervisor from your most recent employer - and another supervisor with knowledge of your work performance.

Application deadline: Applications will be reviewed as they are received until a suitable applicant is found.

Applications can be submitted via email to jobs@wesnet.org.au

- The position description is available at <http://www.wesnet.org.au/jobs>
- If you need additional information about the position please send your written enquiry to jobs@wesnet.org.au.
- A Single PDF is preferred.
- PLEASE NOTE: Applications that do not comply with the above will not be considered.