

## Position Description Health Promotion Manager

- Position title:** Health Promotion Manager
- Location:** 1/125 George St  
East Doncaster, Victoria 3109
- Hours:** 4 – 5 days per week negotiable
- Duration:** Ongoing
- Salary:** Salary dependent on skills and experience  
Salary packaging provisions apply
- Accountability:** The position reports to the CEO
- Supervision:** The position provides supervision to health promotion staff and may supervise students

### Organisational Context

Women's Health East is the women's health promotion agency for the Eastern Metropolitan Region (EMR) of Melbourne. We improve health outcomes for women across the seven local government areas of Yarra Ranges, Knox, Maroondah, Manningham, Monash, Whitehorse and Boroondara. Women's Health East also influences women's health and wellbeing at a statewide and national level.

Working within a feminist framework, Women's Health East address the social, cultural, economic, political and environmental factors impacting on the health, safety and wellbeing of women in the region. We build the capacity of organisations, services and programs in the region to optimally address issues affecting women.

To achieve this, we partner with state and local governments, health and community organisations, and others with a role in improving health outcomes for women. With a focus on our region we:

- Provide leadership, expertise and support to initiatives addressing our key priorities;
- Facilitate collaborative, integrated responses to our key priorities;
- Implement and support an intersectional approach to women's health promotion;
- Enhance the capacity of our partners to improve service system access and responsiveness for all women;
- Shape responses to women's health and wellbeing needs through the translation of evidence into practice, advocacy, consultancy and research;
- Influence public policy and the public discourse on issues relevant to improving health outcomes for women; and
- Deliver training and education programs, opportunities for collective learning, resources and support to build workforce and organisational excellence in women's health and wellbeing.

Our current priority action areas are to **Advance Gender Equality, Prevent Violence against Women, and Improve Women's Sexual and Reproductive Health**. These priority areas are subject to ongoing review and change as the organisational strategic directions, and focus change in line with women's health needs in the EMR.

## **Position Context**

This role has two key components:

- Lead and coordinate the health promotion team
- Contribute to the achievement of WHE's strategic and operational goals

The Health Promotion Manager (HPM) will oversee and lead Health Promotion planning, evaluation and reporting in line with the organisation's strategic directions, and will supervise and support the health promotion team.

The HPM will lead, contribute to and/or support the development of new initiatives and projects, advocacy and policy directions for Women's Health East; including the sourcing of funding.

As a member of a small management team, the HPM will actively contribute to the organisation's strategic and operational plans and stakeholder engagement strategies. The HPM will represent WHE at strategic meetings, networks or forums as required. The HPM will deputise for the CEO from time to time, as required.

WHE is leading the implementation of regional focus on the prevention of violence against women through the Together for Equality & Respect Partnership. While this work is led by the TFER Manager, all team members will contribute to this significant piece of work, and the HPM has a specific leadership role in the TFER Evaluation working group.

All team members are required to contribute to the major communication strategies of the organisation. This includes social media, quarterly newsletters, and our annual report.

## **Key Performance Areas/Responsibilities**

### **Health Promotion Management**

- Provide supervision, support, and direction to the HP staff
- Lead the development, implementation and evaluation of the WHE Health Promotion Plan. This includes conducting regional needs analysis and developing or updating an evidence base for objectives for the WHE Health Promotion Plan and the development of associated documents (e.g. Evaluation plan).
- Ensure timely reporting to DHHS and other funders on health promotion activities
- Ensure coordination of HP activities in line with the HP Plan and the Strategic Plan
- Participate in the planning, development, implementation, monitoring and evaluation of programs to promote the health and wellbeing of women in the EMR
- Develop, deliver and evaluate training in priority areas in conjunction with team members
- Develop tenders and submissions in line with HP directions and priorities
- Coordinate health promotion student placements
- Keep abreast of current women's health and related research and health promotion initiatives to inform Women's Health East priorities

### **Project Management**

- Manage the effective and timely planning, implementation, and evaluation of major programs and projects, in line with strategic directions of the organisation.

### **Organisational Leadership**

- Work with the CEO and TFER Manager to progress the achievement of the strategic and operational goals of the organisation
- Provide leadership to the HP team, and to the organisation
- Provide health promotion leadership to partner organisations
- Develop and maintain strategic relationships and partnerships with Women's Health East's stakeholders as prioritised in the Strategic Plan and Health Promotion Plan

- Represent WHE on strategic committees and meetings as required
- Deputise for the CEO during periods of leave as required

#### Quality Improvement

- Identify and act on continuous quality improvements within the organisation
- Take a continuous quality improvement approach to your work and encourage and support a quality improvement approach to the work of the HP team
- Disseminate learning's from evaluation broadly via presentations, conferences, newsletters and journal publications.

#### Other Responsibilities

- Participate in staff meetings and staff development.
- Understand and comply with the WHE OH&S policy and procedures and the legislative requirements relevant to this position
- Adhere to the WHE Staff Code of Conduct
- Display behaviour in line with WHE's commitment to environmental sustainability
- Treat other staff with courtesy and respect at all times
- Maintain adequate records and provide reports as may be required
- Undertake other duties as directed which fall within the scope of the position and the skills of the position holder

#### **Mandatory Selection Criteria**

1. A tertiary degree in Health Promotion, Public Health, Gender Studies or other relevant qualification and / or at least three years relevant experience
2. Commitment to working within a feminist framework and within a social model of health
3. Up to date knowledge and/or experience in key priority areas and in health promotion / project management
4. Demonstrated robust planning and evaluation skills
5. Highly developed communication skills including ability to write reports, plans and submissions and effective provision of feedback, liaison and negotiation
6. Demonstrated experience in the delivery of oral presentations and training
7. Experience in leading and mentoring and/or supervising staff
8. Highly developed skills and experience in the development of effective partnerships and networks with a broad range of stakeholders in order to improve strategic outcomes
9. Flexibility and ability to work independently and collaboratively
10. Strong time management /organisational skills including analysis and problem solving and the ability to manage multiple, and competing demands
11. High level IT skills

#### **Desirable Selection Criteria**

1. A demonstrated understanding of the relevant current policy environment
2. An understanding of intersectionality and its applicability to women's health and wellbeing
3. Certificate 4 in Training and Evaluation
4. Demonstrated skills and experience in advocacy work and policy review
5. Knowledge of the Eastern Metropolitan Region

#### **Requirements (if successful):**

- a National Police Check certificate
- a current Victorian driver's licence
- access to a comprehensively insured vehicle
- pre-existing injury or illness declaration prior to appointment to position
- employee privacy, confidentiality and security agreement prior to appointment to position
- new employee induction operational policies & procedures to be completed upon appointment