



Position Details	Position Title	Manager, Health Promotion
	Employment Type	1 EFT, permanent position
	Remuneration	See below
	Exemption	EOE H191-2017 – this position is only open to females and people whose gender identity is female (referred to as 'women').
	Location	Women's Health In the North 680 High St, Thornbury, Victoria, 3071 Flexible working arrangements are available, as negotiated with the CEO.
	Reports to	WHIN CEO
Organisational Context		<p>WHIN is the regional women's health service which operates in Melbourne's northern suburbs.</p> <p>WHIN's vision is that all women in the northern region have voice, choice and power in all aspects of their health and wellbeing.</p> <p>WHIN addresses gender inequities and the determinants of women's health, safety and wellbeing through leadership, advocacy, research, knowledge translation and strategic partnerships.</p> <p>WHIN's health promotion priorities are advancing gender equality, prevention of violence against women, improving women's sexual and reproductive health, women's economic capability, supporting a gender equality recovery from COVID and applying an intersectional gender lens to health and wellbeing.</p>
Position Summary	Key Objective	<p>The Manager, Health Promotion is a member of WHIN's Management team and plays a strategic role in the organisation.</p> <p>This position is responsible for coordinating the work of the Health Promotion Team and managing the staff and projects that fall within the scope of the team's work.</p> <p>Organisationally, the position provides strategic advice and leadership in the development of health promotion,</p>

		<p>programs and services, advocacy and policy directions, and plays a key role representing the organisation externally.</p> <p>The Health Promotion Manager plays a key role in ensuring coordination and integration of health promotion activities across the organisation.</p>
<p>Key Result Areas</p>	<p>Organisational Leadership</p>	<ul style="list-style-type: none"> • Contribute to and support the achievement of WHIN's strategic plan and operational goals. • Provide team and organisational leadership. • Represent WHIN at state, regional and local level strategic committees and advisory groups as required. • Seek out opportunities for organisational growth in line with WHIN's strategic priorities and develop grant and tender applications. • Develop and disseminate advocacy submissions in line with organisational priorities. • Assist in the development and the oversight of the implementation of major communications strategies. • Deputise for the CEO as required, including during periods of leave.
	<p>Health Promotion Management, Including Project Management</p>	<ul style="list-style-type: none"> • Lead the development, implementation and evaluation of WHIN's Health Promotion Plan. • Provide leadership and support to the Health Promotion team to develop, support, implement and evaluate regional strategies and action plans including <i>Building a Respectful Community</i> and <i>Going South In the North</i>. • Oversee the development, delivery and evaluation of WHIN's training and training contracts. • Manage the effective and timely planning, implementation and evaluation of health promotion programs and projects, including applications for grant funding, budget development and oversight, and managing the contract and reporting processes. • Ensure timely reporting to government departments and other funders on all Health Promotion plans and priorities. • Coordinate and support health promotion students and volunteers from time to time.
	<p>Staff Management</p>	<ul style="list-style-type: none"> • Supervise and support the staff of the Health Promotion team to assist them to meet organisational plans, action plans and their own professional development goals. • Manage all Human Resource functions for the team, including recruitment, selection, induction, supervision, professional development and performance management.
	<p>Strategic Engagement and Relationships</p>	<ul style="list-style-type: none"> • Identify, develop and maintain strategic relationships and partnerships with WHIN's stakeholders as prioritised in the Strategic Plan and the Health Promotion Plan.

		<ul style="list-style-type: none"> • Provide health promotion leadership to partner organisations. • Represent WHIN with state level women’s health sector partners and participate in external forums to progress a women’s health agenda.
	Effective Organisational Systems and Quality Improvement	<ul style="list-style-type: none"> • Identify and act on continuous quality improvements within the organisation, including advice and input to relevant policies. • Ensure the implementation of effective and timely record keeping, including for the purposes of reporting, and contract and data management. • Assist in the implementation and monitoring of WHIN’s Quality Improvement Action Plan. • Support the implementation of the Intersectionality Action Plan and the Cultural Safety Plan. • Disseminate learnings from evaluation broadly, including via presentations, conferences, journal publications and WHIN’s social and electronic media.
	Strategic Communications	<ul style="list-style-type: none"> • Oversee the major communication strategies of the organisation in consultation with the CEO, including the health promotion digital media, monthly e-newsletters, annual reports and marketing activities. • Oversee the communications and key messaging of WHIN’s major health promotion campaigns, including <i>16 Days of Activism Against Gender Based Violence</i>, ensuring coordination with other sector partners at state and regional levels, in consultation with the Communications Officer.
Key Selection Criteria	Essential	<ol style="list-style-type: none"> 1. Commitment to WHIN’s vision, mission and values, including an understanding of, and commitment to, intersectional feminism, gender equity and women’s health, safety and wellbeing. 2. Relevant tertiary qualifications. 3. At least three years’ experience in relevant health promotion or health and community services at a senior management level. 4. Up to date knowledge and understanding of WHIN’s key priorities, including communications. 5. Demonstrated experience in staff management and the development and support of high functioning, collaborative teams. 6. Experience and competence in health promotion planning, implementation and evaluation, as well as project management. 7. Highly developed skills and experience in building and maintaining effective relationships and partnerships

		<p>with a broad range of stakeholders, including government.</p> <p>8. Excellent written and verbal communication skills.</p> <p>9. Excellent time management and organisational skills.</p> <p>The successful applicant will be required to hold a Victorian driver's licence.</p>
	<p>Desirable</p>	<ul style="list-style-type: none"> • Knowledge of Melbourne's northern metropolitan region. • Ability to speak a language other than English. • Aboriginal and Torres Strait Islander women are encouraged to apply.
<p>Remuneration</p>	<p>Remuneration</p>	<p>All staff are employed under the conditions set out in WHIN's current Employment Agreement (EA). This role is classified as a level 7 position under the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS).</p> <p>The salary is 3% above the award, as per WHIN's Enterprise Agreement. The salary range (including 3% over award) is \$100,746 (Level 7, pay point 1) to \$104,959 (Level 7, pay point 3) per annum full time, plus superannuation.</p> <p>The pay point will be negotiated according to years of relevant experience in similar roles and organisations. All other conditions of employment are in accordance with WHIN's EA.</p> <p>The organisation offers employees the opportunity of salary packaging of up to \$16,050 per annum (\$30K grossed up). Salary packaging increases the value of the net salary (depending on personal taxation situation). (Salary packaging is subject to legislative requirements and in accordance with WHIN's policy.)</p> <p>In addition to four weeks annual leave staff are granted an additional three days paid leave (grace-in-favour days) across the Christmas/New Year period (as these fall on normal days worked) and generous personal leave arrangements apply.</p> <p>WHIN has a time-in-lieu policy for overtime worked outside the 8.00 am–7.00 pm designated flexi time arrangements.</p> <p>An initial six-month probationary period will apply as part of the employment offer.</p> <p>Successful applicants will be required to enter into a Privacy and Confidentiality Agreement and undergo a police check.</p>
<p>Application Details</p>		<p>All applications must contain a statement addressing each of the key selection criteria separately.</p>

		<p>Overseas applicants must confirm that they possess the relevant Australian work permits.</p> <p>Shortlisted candidates will be requested to provide referees including a current or previous line manager.</p> <p>Please send applications to Adriana Uteda, Manager, Corporate Services, adrianau@whin.org.au</p>
<p>Further Information</p>		<p>If you have specific queries about this position, please contact our CEO, Helen Riseborough, at helenr@whin.org.au</p> <p>For more information go to WHIN's website: http://www.whin.org.au/about-us/work-available/</p> <p>CLOSING DATE FOR APPLICATIONS:</p> <p>Wednesday 12 May, 2021</p>