

Position Description



Position Title

Program Manager Strengthening Communities

Program

Healthy Communities

Team

Strengthening Communities

Classification Grade & Level

Victorian Stand-Alone Community Health Centres (Health and Allied Services, Managers and Administrative Officers)
Multiple Enterprise Agreement 2011-2015 - Grade and Level according to qualifications and experience

Enterprise Agreement(s)

Choose from drop down menu:

Choose from drop down menu:

Choose from drop down menu:

- Full-time
- Part-time FTE _____ [min 0.1 max 0.9]
- Casual

And

- Permanent on-going
- Fixed Term
- From ___ / ___ / ___ to ___ / ___ / ___

Fixed Term Reason:

- Parental Leave Replacement
- Long Service Leave Replacement
- Specific Project or Purpose

Position Number

VAC0822

Position reports to:

General Manager Healthy Communities

Ordinary location(s)

South Melbourne, St Kilda

Recruitment contact

Email: recruit@starhealth.org.au

Star Health

Star Health is a provider of health and support services in Victoria. Encompassing six main and five satellite locations, over 300 staff work in multi-disciplinary teams to deliver health outcomes. It is a responsive and agile community health service, providing a wide range of healthcare and welfare services for all members of the community.

Star Health provides services spanning all periods of life including specialist childhood, youth and aged care services. In achieving its vision of **health and wellbeing for all**, Star Health is guided by our distinct service principles which include working with people and communities to achieve their health goals, understanding the context in which people live their lives, providing friendly, affordable, joined up services with a no wrong door approach.

Website Information:
www.starhealth.org.au

Star Health offers a comprehensive and industry leading suite of Employee Benefits.

See:

<https://www.starhealth.org.au/careers/employee-benefits>

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PD:

Primary Responsibility

The Program Manager is accountable for the leadership and operational oversight of the program and contributes to the strategic development and leadership of the broader organisation. Services include five separate teams each managed by a Coordinator. These teams are Counselling, Family Violence, Child Youth and Family, and two RhED (Resourcing Health and Education in the Sex Industry) teams - Pathways and Support and Advocacy. The Program Manager Community Strengthening leads a team of approximately 55 staff to provide high quality services to the community. The incumbent will contribute to the organisation's strategic goals and direction and ensure the strategic and operational quality and change management activities are integrated and aligned with the goals of Star Health. The program targets a diverse range of community members including: Children, young people and their families; the sex work community across Victoria; Victim/survivors and perpetrators of family violence.

Other Key Responsibilities

The Manager will provide consistent and frequent professional support, supervision and line management to all direct reports and ensure a positive culture is embedded throughout the program area through:

Leading and managing Coordinators.

Strategic policy development.

Program scope and contribution to wider service policy formulation.

Higher level clinical practice leadership and innovation.

Management of budgets and financial systems and resources, Managing accreditation and quality improvement processes.

Managing WHS systems and processes. Program planning and reporting. Performance management of Coordinators, Team development and Program recruitment.

Liaison with external agencies and funding bodies. Manage the preparation of relevant tenders and submissions. Public representation. Managing Client relations and records.

Maintaining a broad oversight of case review and practice review processes. Management and facilitation of organisation wide committees and working groups, Participation in senior management forums.

Program review and evaluation

Maintaining an engagement with relevant external networks and policy contexts.

Actively participating in the annual Star Health planning process.

Assisting Coordinators to develop, implement and monitor annual performance plans. Monitoring and actively respond to risk (clinical, budgetary, human resources).

Key Capabilities – Essential

Knowledge and skills

Well demonstrated leadership skills including the ability to lead and manage a multidisciplinary team and the capacity to plan work, motivate staff and monitor performance

An understanding of contemporary management theories and an ability to apply them (e.g. risk management, financial management, project management, the development of quality systems and clinical governance)

Proven capacity to build and maintain effective relationships with senior representatives in government and in external agencies

Demonstrated ability to innovate and work effectively in a rapidly-changing environment

The ability to collaborate effectively with colleagues and work as part of a professional team demonstrating a commitment to the delivery of high quality services for hard to reach and/or marginalised client groups, particularly children and families.

Ability to ensure compliance with funding, target, quality and other reporting requirements.

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Qualifications [Post-Secondary/Vocational; Undergraduate or Postgraduate degree(s)]

Essential

Tertiary qualification in relevant clinical or management related area or equivalent experience (relevant post graduate qualifications are desirable).

Preferred

Qualification in Social Work, Psychology or Occupational Therapy or equivalent health discipline.

Professional Membership(s)

Relevant professional membership.

Experience [Industry sector, field of practice]

Essential

Experience in leadership of programs for hard to reach/marginalised groups, and/or children and families.

Demonstrated ability to meet the Star Health behavioural competencies as defined in the position description.

Demonstrated ability to initiate and organise responses to government policy direction and departmental requirements and to contribute to high quality submissions.

Preferred

Understanding and/or experience of issues impacting sex workers in Victoria (preferred not essential).

Organisational Responsibilities

Personal qualities

* Resilience - Demonstrates perseverance in achieving objectives and copes effectively with setbacks and problems.

* Initiative & Accountability - Takes responsibility for actions and proactively implements work plan and addresses issues.

* Empathy and Cultural Awareness - Demonstrates an interest in and an appreciation of a range of different cultures and actively seeks to understand and effectively address the issues and views of others.

Other Licence(s)

Staff have a responsibility to participate in the development of a safe and healthy workplace, and must comply with safe work practices for their own health and safety, and that of others.

Protecting babies, children and young people from child abuse and neglect is integral to the work at Star Health

Protecting Children Policy Information

Star Health has zero tolerance of child abuse. Protecting babies, children and young people from child abuse and neglect is integral to the provision of health services to this group and their families, and is a core responsibility for all Star Health staff.

Important information

- Star Health is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. The organisation is a smoke-free workplace.
- Star Health’s usual hours of operation are from 8:00am to 8:00pm Monday to Friday, specific hours of work will be determined in accordance with operational requirements and contained in the Contract of Employment.
- Your Letter of Offer may state you will be based at a particular Star Health site, however it is expected that you will be required to work at different locations in the greater metropolitan area of Melbourne.
- **Offers of employment are contingent upon:**
 - A successful reference check (all positions);
 - Non-adverse Criminal Record check (all positions);
 - Fitness for Work medical examination (specific positions);
 - Holding and maintaining a valid ‘Working with Children Check’ (all positions).

Star Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply. Some roles may require candidates to undertake psychometric testing prior to appointment.

Salary Packaging Information

Star Health currently has two types of Salary Packaging:

- General salary packaging of \$15,900 per FBT year
- Meal Entertainment/Facility leasing of \$2,650 per FBT year

Salary Packaging is optional and may have considerable tax benefits depending upon personal circumstances.

Authorisation

Person who completed and authorises this Position Description

Position Title:
Program / Division:

This Position Description was reviewed on: ___ / ___ / ____

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