

## POSITION TITLE

### HEALTH PROMOTION MANAGER

#### AWARD

Social, Community, Home Care and Disability Services Industry Award 2010

Classification: Level 7 (range pay point 1 – 3, subject to experience and qualifications)

Salary packaging available

Motor vehicles are available for work related duties

A fortnightly flexi time can be worked within ordinary hours

#### POSITION HOURS, EMPLOYMENT STATUS AND LOCATION

This position is [part-time position \(0.80 EFT\)](#). The position is ordinarily based at 47 Myers St, Bendigo, with work from home flexibility offered.

#### REPORTS TO

Chief Executive Officer

#### VISION

Health, wellbeing, and equity for women of the Loddon Mallee region.

#### PURPOSE

The health, wellbeing, and equity of Loddon Mallee Women.

#### VALUES

Respect, Courage, Diversity.

#### MISSION

To foster a culture of gender equity that underpins health and wellbeing for women within the Loddon Mallee region.

#### INTRODUCTION

WHLM was established in 1978 as the regional women's health service in the rural Loddon Mallee region. We are a not-for-profit health promotion charity run by women for women. Working within a feminist framework WHLM addresses the cultural and structural causes of gender inequalities impacting the health and wellbeing of women in the regional, through research, advocacy for systemic change, training, and external capacity building.

Our priority action areas are to advance Gender Equality, Prevention of Violence against Women, Mental Health, and wellbeing and to improve Women's sexual and reproductive health. WHLM encompasses the municipalities of Macedon Ranges, Mount Alexander, Central Goldfields, Bendigo, Loddon, Campaspe, Gannawarra, Buloke, Swan Hill and Mildura.

## POSITION SUMMARY

This role has two key components:

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

The **Health Promotion Manager** reports to the Chief Executive Officer and oversees the operational planning, implementation, monitoring, and evaluation of objectives set out in the organisation's Integrated Health Promotion plan. The position will provide leadership and expertise internally and externally in the fields of project management, stakeholder engagement, health promotion and primary prevention principles. The Health Promotion Manager will liaise closely with a small team of professional women who plan, implement, and evaluate capacity building strategies aimed at promoting intersectional gender equality and health and wellbeing for women living in Loddon Mallee.

## ESSENTIAL JOB FUNCTIONS

### 1. Health Promotion Expertise

- Provide supervision, guidance and expertise to staff members working in Health Promotion, in relation to project management, stakeholder engagement, and capacity building principles, that successfully contribute to the objectives outlined in WHLM's Integrated Health Promotion Plan and Strategic Plan.
- Working closely with CEO and the leadership team, to provide guidance and expertise to the WHLM Health Promotion team.
- Utilise and strategically apply primary prevention and gender equity knowledge relating to core theories, principles, and evidence-based practice to work undertaken, including social determinants of health framework.
- Maintain quality capacity building systems and structures, including stakeholder engagement and partnership pathways.
- Utilise effective interpersonal, group and public communication and effective written and oral communication skills.

### 2. Planning, Implementation, Evaluation and Reporting

- Work closely with the CEO as part of the leadership team to coordinate the development, operational implementation, evaluation, and ongoing monitoring of WHLM Integrated Health Promotion plan.
- Work closely with the CEO as part of the leadership team to undertake associated reporting requirements for Integrated Health Promotion program to ensure organisational compliance with funding-body requirements.
- Work with the Senior GE Advisor to plan and review stakeholder management activities and partnership engagement processes, in line with best practice capacity building and training approaches.
- Monitor programs and adjust objectives and strategies based on the analysis of evaluation data.
- Prepare reports for a variety of audiences and purposes.

### 3. Relationships and Partnership Development

- Identify opportunities for strengthening the way WHLM collaborates with diverse partners, through embedding the transformative change pathway within WHLM Integrated Health Promotion Plan activities.
- Develop and maintain effective networks and strategic relationships with key stakeholders, organisations, and target group representatives that facilitate collaborative action towards Health Promotion plan project goals.
- Represent WHLM in key strategic relationships across the region, including coordinating relevant meetings and keeping stakeholders informed, which contribute to the progress of WHLM's Integrated Health Promotion Plan and Strategic Plan.

#### 4. Capacity Building

- Where required, work with the Senior GE Advisor to develop and deliver WHLM training packages to stakeholders.
- Lead opportunities to build and strengthen the health promotion team capacity.

#### 5. Other Functions and Responsibilities

All WHLM staff are responsible for undertaking the following tasks/functions:

- Participate in self-directed work teams, with involvement in strategic priorities planning and implementation.
- Participate in additional organisational activities where appropriate (i.e., AGM, International Women's Day).
- Actively promote Women's Health Loddon Mallee as an organisation and the values we represent, and advocate for advancing the health and wellbeing of women in the Loddon Mallee region
- Keep abreast of current and emerging issues for women and those who work with women and identify project opportunities.
- Keep abreast of current and emerging funding opportunities and contribute to WHLM funding submissions where required.
- Participate in the annual performance review process, including setting of performance measures, professional development plans, and participation in performance appraisal feedback system.
- Collect activities data within agreed frameworks to inform funding agreements and planning processes.
- Develop and expend budget within extent of authority.
- Develop, review, implement and adhere to WHLM policy and procedures, including compliance with legal and OH&S requirements.
- Actively participate in quality improvement and accreditation processes.
- Contribute to the culture of cooperation, collaboration and shared accountability with other staff and Board members.
- Other responsibilities as deemed necessary
- Women's Health Loddon Mallee are commitment to the safety and wellbeing of children and young people.

All our work is underpinned by our values of respect, courage and diversity and works toward our vision of *"Health, wellbeing and equity for women of the Loddon Mallee region"*.

To work in a collaborate manner as an integrated part of the WHLM Primary prevention health promotion team.

#### CONFIDENTIALITY

- Ensure organisational, staff and client confidentiality are always maintained.

#### INTERNAL AND EXTERNAL RELATIONSHIPS

The **Health Promotion Manager** is expected to develop and maintain effective communication networks and working relationships both internally and with key external stakeholders.

Internal Liaisons	CEO, Leadership team (Health Promotion Manager, Business Manager, Senior GE Advisor) Health promotion team, staff, students, and volunteers
External Liaisons	Establish and maintain strategic alliances with peak bodies, institutions, and organisations for regional health promotion practice.

#### COLLABORATION AND TEAMWORK

- Actively guide the Health Promotion team and work collaboratively to achieve team and organisational goals.

- Participate in staff /team meetings and personal and professional development.
- Participate in organisational planning.
- Contribute as a member of the WHLM leadership team.
- Undertake other duties as part of the integrated Health Promotion team.

## MONITORING & REPORTING

- Ongoing monitoring of activities
- Preparation and development of reports
- Development and design of program lifecycles

## PERSON SPECIFICATION

### ATTRIBUTES AND QUALITIES

- Action orientated – makes things happen, gets things done and makes progress in a resourceful way
- Ability to operate flexibly - in planned innovative and responsive modes
- Problem solving skills with a strength-based approach

### ROLE MOTIVATIONAL FIT

- That you understand your personal values and what really matters to you and always keep that in your focus and that this aligns with WHLM purpose.

### WORKPLACE CULTURAL FIT

Contribute to the cultural fit of WHLM by actively displaying our values.

Behaviour examples include:

#### ***Respect***

- Invite others' perspectives and encourage dialogue.
- Seeks input from co-workers on projects that affect the team.
- I am mindful of other people's time.
- I treat my colleagues with respect and compassion by responding when appropriate in a timely and professional manner.
- I give feedback in a respectful and daring way.

#### ***Courage***

- The courage to act or take initiative.
- I stay aligned with my values when facing tough decisions.
- I am willing to rumble on tough decisions.
- I lean into difficult conversations, meetings, and decisions.
- I take risks, even when the outcome is uncertain.

#### ***Diversity***

- Promotes inclusiveness by acknowledging differences.
- I help develop skills, attitudes and competencies that will help WHLM identify and meet the diverse needs our region.
- Acts without bias
- Is aware of cultural and intersectional differences
- Encourages a range of ideas, perspectives, and styles – knows there is more than one right way to do things.

## FEMINIST ORGANISATION

Wants to work within a feminist framework. WHLM are committed to a rights-based approach in advocating for women. WHLM focus on the role of gender regarding traditional roles and stereotypes that lead to disadvantage, discrimination, and violence against women. WHLM are invested in advocating for positive change for all women and girls across the Loddon Mallee Region.

WHLM Equal Opportunity Exemption No. H455/2019

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## KEY SELECTION CRITERIA

### Mandatory

- Commitment to WHLM's vision, mission, and values, including an understanding of, and commitment to, intersectional feminism, gender equity and women's health, safety, and wellbeing.
- Relevant undergraduate and/or postgraduate degree in Health Promotion, Public Health, Social or Health Sciences.
- At least three years' experience in relevant health promotion or health and community services at a management level.
- Demonstrated inspirational and inclusive leadership success, particularly in relation to leading policy and program teams
- Stakeholder relationship management skills and partnering skills to work across with partners, stakeholders, associates, and suppliers in a collaborative and progressive way.
- Ability to represent the values of WHLM, with peer leaders and the CEO (example at public forums, conferences etc.)
- Excellent written and verbal communication skills.
- Excellent time management and organisational skills.

## APPLICATION DETAILS

All applications must contain a statement addressing each of the key selection criteria separately.

Shortlisted candidates will be requested to provide referees including a previous line manager.

As part of the WHLMS Recruitment and Selection and related policies, a satisfactory Police Record and Working with children's check is required for this position.

Applicants who can bring an intersectional lived experience are encouraged including Aboriginal and Torres Strait islander people.

**Please email applications to [whlm@whlm.org.au](mailto:whlm@whlm.org.au)**

## FURTHER INFORMATION

If you have specific queries about this position, please contact our CEO, Tricia Currie, [tcurrie@whlm.org.au](mailto:tcurrie@whlm.org.au).

For more information go to WHLM website: <https://whlm.org.au/>

**Closing date for applications:** 9:00 am 23rd August 2021.