
	Your Community Health	Approval Date: November 2021
	<b>POSITION DESCRIPTION</b>	Review Date: November 2022
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Related Policy: Recruitment and Selection		
Authorised by: Chief Executive Officer		

## 1.0 POSITION SUMMARY

1.1	<b>POSITION TITLE:</b>	<b>Strategy, Planning and Advocacy Advisor 0.8EFT (NEG)</b>
1.2	<b>TEAM(S):</b>	
1.3	<b>PROGRAM</b>	Capability and Impact
1.4	<b>ACCOUNTABLE TO:</b>	Director Capability and Impact
1.5	<b>RESPONSIBLE FOR:</b>	
1.6	<b>AGREEMENT:</b>	Victorian Stand-Alone Community Health Services (Health And Allied Services, Managers And Administrative Officers) Multiple Enterprise Agreement 2018-2022
1.7	<b>CLASSIFICATION:</b>	Dependent on skills and experience – Grade 5 - Above Award
1.8	<b>COST CENTRE:</b>	135
1.9	<b>SUPERANNUATION:</b>	As per the Superannuation Guarantee Act
1.10	<b>SALARY PACKAGING:</b>	In accordance with Your Community Health Policy
1.11	<b>POLICE CHECK and Working with Children Check:</b>	Employment is contingent on a satisfactory Police Check
1.12	<b>PRE-EXISTING INJURY/ ILLNESS</b>	Applicants who are not currently employed by Your Community Health are required to fill out a Pre-existing Illness/ Injury Declaration Form.

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### 1.13 POSITION PURPOSE:

The Strategy, Planning and Advocacy Adviser leads the organisation's strategic and policy thinking to deliver on the organisation's strategic plan. The role supports operations, strategy and advocacy initiatives. This involves working closely with the CEO, Executives and Managers across the organisation.

The role will act as a trusted advisor to the CEO in monitoring and responding to the policy environment and major reviews and reforms. It will lead the development of responses to key external consultations and reforms. The role will work with the Management and staff across the organisations to support strategic and business planning processes.

This role Supports the vision of the organisation for access to health and wellbeing for everyone and health equity, through leading an advocacy agenda in the external environment.

### 2.0 OUR ORGANISATION:

Your Community Health is a quality accredited independent community health service with its own Board of Directors. It provides a wide range of allied health, medical, social support and health promotion services operating across northern Melbourne. There are three service sites:

- East Reservoir (125 Blake Street, East Reservoir)
- Northcote (42 Separation Street, Northcote)
- Panch (300 Bell Street, Preston)

Staff may be required to work at any site.


#### **Purpose**

We partner with people and communities to deliver health and wellbeing services and promote equity.

#### **Our organisational values**

##### **Courage**

- We are progressive
- We are creative and resourceful
- We challenge the status quo for the benefit of

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- our communities

### **Empathy**

- We are caring and inclusive
- We celebrate and value diversity
- We work collaboratively and respectfully

### **Integrity**

- We are ethical, honest, reliable and fair
- We listen and are accountable to our communities
- We earn and build trust

### **Achievement**


- We are outcomes-focused
- We are adaptable and always learning
- We continuously improve

## **3.0 POSITION DETAILS**

### **3.1 ROLE AND DUTIES**

#### **Service Development and Innovation**

- Support the Executive Leadership Team (ELT) to respond to service development opportunities.
- At the direction of the ELT, and in liaison with internal knowledge and stakeholders, assess program and service development opportunities which align to our strategic directions.
- Formulate organisational responses to emerging opportunities for consideration by the ELT. e.g. business cases, discussion papers, etc.
- Supporting relevant managers/team leaders in the establishment of new programs and services.
- Enable and promote further innovation through facilitating the sharing of learnings.
- Acknowledge and celebrate achievements of our community and organisation toward realising our objectives and goals.

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### **Strategy Development and Reporting**

- Working with the CEO and members of the Executive Leadership Team contribute to the rollout of YourCH strategic plan initiatives via the Business Plan. Coordinate Board and ELT reporting against the strategic plan and associated Business Plan.

### **Advocacy**

- Lead the development of systems advocacy activity as it aligns to the Strategic Plan.
- Ensure that organisational advocacy preferences the voice of those with lived experience, includes and elevates their voices

### **Governance support**


- Provide support to the CEO and Board in relation to Governance responsibilities and preparation of Board papers and reports.
- Produce high quality written documents and reports within timelines, as requested.

### **Program Development**

- Strategic advisor for program development and improvement work (i.e. internal consultant) – including reviews of existing programs and development of new models, including the use of a program logic approach.

### **Organisational Sustainability**

- Ensure a safe workplace for clients, visitors, volunteers and staff.
- Work in accordance with Your Community Health Policies and Procedures.
- Participate in professional development opportunities to support continuous learning relevant to position.
- Participate in regular supervision with line manager
- Support teamwork within the team and across the organisation, and with external providers where appropriate
- Actively participate in stakeholder meetings and forums.
- Provide input into the preparation of the annual Operational and Capital Budget for Board approval and monitor budget monthly.
- Ensure that all decision making is undertaken in alignment with the Board Delegation of Authority.
- Ensure that all operations are delivered in a manner compliant with relevant legislation and regulations.

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### 3.2 Key Selection Criteria

#### Qualifications and Experience

- Policy, Public Health, Business Development, Community development, health promotion or other relevant tertiary qualification

#### Competencies


- Demonstrated leadership experience and skills
- Knowledge of Social Model of Health and experience working in health and community sectors.
- Demonstrated competence in strategy implementation and reporting
- Experience in the application of community development principles and practice to deliver community and organisation initiatives
- Demonstrated high level experience the writing of plans, policies and submission, including research.
- Understanding health literacy and working with people from culturally diverse, LGBTIQ+ and intersectional backgrounds.
- Demonstrated ability to develop, build and maintain relationships with all key stakeholders.
- Highly developed communication (oral and written) interpersonal and negotiation skills.
- Ability to work independently as well as part of a team
- Broad range of information technology skills

#### Other

- Current Working with Children Check
- National Police Check
- Registration in the Disability Worker Exclusion Scheme

### 4.0 General

- Management, in consultation with the staff member, reserves the right to modify this position description when required.
- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000

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2022**

**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_