**Position Description – June 2022**

**Position title:**  Team Leader Community Engagement

**Location:**            Women’s Health East, 1/125 George Street Doncaster East Victoria

**Hours:**           Part-time 0.9 EFT

**Tenure:**         Permanent ongoing

**Salary:**      Social and Community Services Employee Level 6, pay rate as per schedule of contractual terms. Salary packaging provisions apply

**Accountability:**   Reports to the Manager Health Promotion

**Supervision:**  The position supervises a team of staff who deliver bicultural health education and health promotion programs to migrant and refugee women, as well as supervises volunteers and student placements.

**Women’s Health East – About us**

Women’s Health East is the women’s health promotion agency for the eastern metropolitan region 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 influences women’s health and wellbeing at a regional, state-wide and national level. Our vision is equality, empowerment, health and wellbeing for all women. Women’s Health East’s organisational values are inclusion, respect, integrity and excellence.

Women’s Health East partners with state and local governments, health and community organisations, and others with a role in improving health outcomes for women. With a focus on Melbourne’s eastern 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
* 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 strategic priorities are to advance gender equality, prevent violence against women, and improve women’s sexual and reproductive health.

**Position summary**

The Team Leader is responsible for providing daily leadership, management, and coordination of a range of initiatives that support health equity and promote women’s mental health and wellbeing in the eastern metropolitan region. The position provides operational support and direction to the Bicultural Workers to enhance project delivery and improve gendered health outcomes for migrant and refugee women. The Team Leader is responsible for supporting Women’s Health East’s Reconciliation Action Plan and building strong relationships and collaborative partnerships with Aboriginal organisations, Elders, women, and their communities.

The Team leader achieves this through coordinating, participating in, and where relevant, leading the delivery of projects and collaborative activities that build gender equity and respond to the key determinants of women’s mental health and wellbeing. The Team Leader is a member of the leadership team and plays an important role in ensuring collaboration across Women’s Health East’s health promotion programs and initiatives to achieve organisational goals and objectives.

**Key performance areas and responsibilities**

**Women’s health and primary prevention programs, initiatives, and capacity building**

* Lead the planning, implementation and evaluation of intersectional women’s mental health primary prevention programs and capacity building initiatives as relevant to this program area.
* Support the Bicultural Workers to use conceptual frameworks and translate theory and research into evidence-based health promotion programs via training, supervision and coaching.
* Provide support to Women’s Health East’s Reconciliation Action Plan by identifying and resourcing staff development and capacity building activities, advance relationships with Aboriginal organisations, Elders, women and their communities, and support the implementation of the plan, its actions and evaluation framework.
* Lead Women’s Health East’s bicultural health education program communications and marketing materials and contribute to a strong organisational brand.
* Contribute to the development, implementation and evaluation of Women’s Health East’s Integrated Health Promotion Plan and Report.
* Contribute to the development and monitoring of project budgets and ensure budget expenditure is in line with approved budgets and operational delegations.
* Keep abreast of current policies, plans, research, and legislation and produce high quality funding reports, briefs, presentations and submissions that influence policy debates and reform.
* Oversee the collection of program evaluation data and monitor program goals.
* Develop primary prevention resources and reports such as briefings, progress and final reports, meetings agendas and minutes, presentations, training materials, newsletter articles, social media posts, and other publications.
* Promote and disseminate women’s primary prevention initiatives and practice findings via networks, presentations, conferences, and publications, as relevant to this program area.

**Team and staff management, support and development**

* Provide management support to staff that includes the translation of Women’s Health East’s operational plans into staff workplans.
* Engage in and provide regular supervision and team meetings tailored to the needs of staff to ensure they have the skills, ability and knowledge to deliver timely and high-quality in-language health education and health promotion programs and initiatives.
* Support the performance and professional development of staff, including undertaking annual performance appraisals, and training and development plans, which identify personal and professional development opportunities.
* Manage human resource functions for direct staff reports, which includes recruitment, selection, induction, supervision, coaching and development, monitoring leave entitlements, and ensuring concerns about staff performance or behaviour are dealt with in a timely and constructive manner.
* Ensure team members’ health and wellbeing is supported through regular review of workloads, work planning, communication of workplace changes and agreements on flexible work arrangements.

**Contribute to leadership, operational plans, and outcomes**

* Work with the leadership team to actively contribute to and progress Women’s Health East’s operational plans, including the development of annual key performance indicators.
* Engage in leadership activities including management meetings, workplace culture initiatives, broad reporting and other activities.
* Foster an organisational and team culture of respect, collaboration, and excellence in line with Women’s Health East vision, purpose and values.
* Provide support to and deputise for the Manager Health Promotion, as required.
* Contribute to identifying and securing new funding grants to further Women’s Health East’s work in mental health promotion, with Aboriginal women, and migrant and refugee women.
* Provide proactive and timely policy and practice advice and analysis to the leadership team on emerging topics and trends related to this program area, including identifying current and future risks and opportunities.
* Promote collaboration across Women’s Health East’s health promotion programs and initiatives to achieve organisational goals and objectives.

**Stakeholder management, engagement and development**

* Develop and maintain effective partnership engagement and support a strong profile across Melbourne’s east that effectively positions Women’s Health East as a leader in health equity, bicultural health promotion and women’s mental health promotion.
* Develop and maintain strategic partnerships and stakeholder engagement strategies with eastern region organisations, communities of interest, women’s health services and the state-wide primary prevention sector, as relevant to this program area.
* Identify and pursue opportunities for stakeholder engagement, collaboration and influence to increase the uptake of evidence-based primary prevention intersectional programs and initiatives.
* Represent Women’s Health East’s aims and interests on key external committees, working groups and networks, in a manner that strengthens the organisation’s profile and influence.

**Other responsibilities**

* Participate in Women’s Health East staff and health promotion meetings and development activities.
* Role model respectful and professional behaviour within the work environment at all times, including displaying initiative, openness, honesty, genuineness and transparency.
* Take a continuous quality improvement approach to work and participate in quality improvement activities as a member of the leadership team.
* Adhere to the Women’s Health East Code of Conduct, and all policies, procedures and legislative requirements that includes carrying out one’s duties in a manner that does not adversely affect their or others occupational health, safety and wellbeing.
* Perform other duties as required that are within the range of the employee’s skills, competency and training.

**Key selection criteria**

1. A tertiary degree in Gender Studies, Public Health, Health Promotion, Community Development or other related discipline.
2. Extensive professional experience in gender equality, women’s health, public health or other related area.
3. Highly developed understanding and application of relevant principles and concepts related to community participation, co-design, evaluation, and the social determinants of women’s mental health and wellbeing.
4. Highly developed skills and experience in stakeholder management, including the ability to develop effective working relationships, and liaise and negotiate with organisations and individuals.
5. Commitment to working within an intersectional feminist framework and within a social model of health.
6. Experience in project management and the implementation of women’s health promotion programs, including the monitoring of budgets.
7. Staff management and supervision experience, including the development of high functioning, collaborative teams.
8. Excellent written and verbal communication skills, and strong analytical and conceptual skills.
9. Strong time management and organisational skills, including analysis and problem solving and the ability to manage multiple and competing demands.

**Desirable criteria**

1. Experience working with Aboriginal organisations and communities, and migrant and refugee women.
2. Knowledge of Melbourne’s eastern metropolitan region.

**Other requirements**

* National Police Check certificate.
* Current Victorian driver’s licence.
* Proof of COVID-19 vaccination or a medical exemption.
* 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 and procedures to be completed upon appointment.

**Performance monitoring**

An initial review of performance will be undertaken within six months of commencement. Annual appraisals and support for development will relate to the key performance areas and responsibilities, as detailed above.