

Position Description

TEAM LEADER, Health Promotion

Position Title:	Team Leader, Health Promotion
Manager (reports to):	Program Manager, Connected Communities
Division:	Client Services
Program:	Connected Communities
Primary Location:	Level 2, Victorian Pride Centre, 79-81 Fitzroy St, St Kilda, VIC 3182
Other Location:	Additional sites as required
Classification (Grade/Level):	Level 6
Enterprise Agreement or Award:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022 or its successor

Better Health Network

Better Health Network (BHN) is a not-for-profit organisation providing integrated health and wellbeing services to people of all ages in communities across south-eastern Melbourne. We proudly provide a wide range of services to support healthy living, general wellbeing and social connection. These include specialist medical services, dental and allied health, nursing and counselling services, as well as aged care social supports and NDIS disability services. With the vision, *Your health, your choice, your way*, we exist to deliver accessible services that meet the needs of our communities and use our influence to create positive change.

The BHN Health Promotion team work collaboratively with community to create thriving and equitable communities that support health and wellbeing for all. Responding to emerging local health and wellbeing priorities as well as recognising where different health priorities intersect and impact each other.

The Health Promotion Team use systems thinking and works with internal and external stakeholders to identify, plan, implement and evaluate initiatives in the BHN Health Promotion Plan using an intersectional health equity approach.

Position Objective

The Team Leader, Health Promotion provides operational leadership of staff within their designated program or service area, ensuring alignment with BHN’s vision, strategic objectives, and program deliverables.

The Team Leader, Health Promotion drives team performance, promotes a positive and accountable workplace culture, and ensures adherence to organisational policies, procedures, and service standards.

Key (Professional) Responsibilities

- Lead the development, implementation, and evaluation of the BHN Health Promotion strategic and annual planning processes, ensuring alignment with the BHN Health Promotion Plan.
- Lead day-to-day operations, the Health Promotion team to ensure timely and high-quality program delivery that meets community health and wellbeing needs.

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- In collaboration with the Program Manager, lead the development, implementation, and evaluation of the BHN Health Promotion strategic and annual planning processes, ensuring alignment with the BHN Health Promotion Plan.
- In collaboration with the Program Manager, lead evaluation, reporting, and advocacy activities that demonstrate health promotion impact and influence policy and practice at local and state government levels.
- Providing effective leadership and management oversight responsibility for a dedicated team of professional staff in the delivery of high quality, evidence-based services. This role has responsibility to support, coach and assist their staff to effectively deliver required outcomes.
- Support team members to manage their project portfolios, program documentation, and program delivery in line with BHN frameworks and values.
- Foster collaboration across teams and programs to ensure integrated, intersectional approaches to health promotion.
- Ensure staff are appropriately onboarded, understand their scope of practice, and are supported through supervision and access to relevant learning and development.
- Work in collaboration with the Program Manager and senior leadership to communicate organisational priorities and ensure a shared understanding of values and vision.
- Deliver, in conjunction with the Program Manager, written, verbal presentations and formulation of business cases aligned to the organisational strategic plan.
- Deliver Program plans to support the achievement of strategic initiatives.
- Identify emerging health and wellbeing priorities and community needs and provide input into service planning or improvement opportunities.
- Liaise with external stakeholders including priority settings, community partners, and government bodies to support program alignment and strategic health promotion objectives.
- Contribute to reporting, data collection, and evaluation activities to monitor team outcomes and performance.
- Build and maintain high level operational and strategic relationships with volunteers, and other internal and external stakeholders to ensure high quality health promotion program delivery.
- Understanding of relevant reforms and implications for programs.
- Maintain understanding and awareness of key issues impacting Health Promotion.
- Undertake active and meaningful community participation and engagement.

Organisational Responsibilities

Leadership:

- Lead and support staff in delivering program objectives aligned with BHN's Strategic Plan.
- Oversee the full employee lifecycle, including recruitment, onboarding, performance management, professional development, and workforce planning.
- Drive team performance and accountability, ensuring targets, funding requirements, and external stakeholder relationships are effectively managed.
- Maintain Team compliance ensuring adherence to relevant legislation, funding guidelines, service standards, and contractual obligations.

Occupational Health & Safety:

- Take an active role in monitoring team compliance with OHS policies by identifying and implementing improvements, ensuring safe work practices are in place, incidents are promptly reported, and risks are effectively managed.

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Risk Management:

- Take an active role in the risk management process, including identifying and analysing risks, addressing deficiencies, and escalating issues as needed to ensure timely resolution

Quality:

- Implement and ensure adherence to accreditation standards relevant to your team and the organisation.
- Contribute to quality and accreditation self-assessments and support the application of agreed improvements to enhance performance.
- Assist staff in understanding and applying new and updated policies and procedures, ensuring smooth integration into day-to-day operations.

Behavioural:

- All employees are expected to demonstrate behaviours and capabilities that align with our organisational values of Accountability, Collaboration, Respect, and Courage. These expectations are tailored to the level of responsibility associated with each role. The specific capabilities for this position can be found in BHN's Values Capability Matrix.
 - Perform duties in accordance with BHN policies and procedures.
 - Undertake On Call duties according to relevant enterprise agreement conditions as required.
 - Undertake other duties as reasonably directed.
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Working Relationships

Direct Reports:

- Health Promotion Officers
- Senior Health Promotion Officers

Internal working relationships include:

- Program Manager, Connected Communities

External working relationships include:

- Priority settings — such as schools, Early Learning Centres, Sports clubs, Community groups, Councils, Department of Health, Community Health organisations, SEPHU, Women's Health in the South East.
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Key Selection Criteria

Essential Qualifications

- Tertiary qualifications and/or demonstrated relevant experience in business, health, public health, or health promotion.

Essential Experience

- Experience leading and coordinating staff in a health or community setting.
- Proven ability to manage service delivery within funding and compliance frameworks.
- Proven experience in leading, developing, and managing health promotion programs.
- Strong communication skills for building and maintaining relationships with internal and external stakeholders.
- Strong demonstrable persuasive skills in order to obtain cooperation in the achievement of objectives.

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- Expertise in health promotion, community engagement, and public health strategies.
- Leadership, initiative, and ability to work autonomously within defined boundaries and collaboratively within multidisciplinary teams.
- Strong understanding of Systems Theory.
- Knowledge of gender equity principles, violence prevention, and related frameworks. e Expertise in Size Inclusive theory and practices.
- Budget management and health promotion capacity-building experience.
- Knowledge of policy development, program implementation, and evaluation using evidence-based frameworks.
- Ability to influence organisational strategy and develop partnerships

Essential Skills and Attributes

- Strong interpersonal and leadership skills with the ability to motivate and guide teams.
- Sound decision-making, problem-solving, and organisational skills.
- Ability to build a positive team culture
- Ability to build positive relationships with community, staff, and external stakeholders.
- Commitment to culturally safe, trauma-informed, and intersectional health equity practice.
- Resilience: Demonstrates perseverance in achieving objectives and copes effectively with setbacks.
- Initiative and Accountability: Takes responsibility for actions and proactively implements work plans.
- Empathy and Cultural Awareness: Demonstrates an interest in and appreciation of a range of cultures and actively addresses diverse perspectives.

Desirable Criteria

- Familiarity with program management and reporting systems.
- Understanding of relevant sector legislation, standards, and compliance requirements.
- Sound knowledge of Theory of Change

Inherent Requirements

BHN endeavours to provide a safe working environment for all staff. The below describes the critical inherent requirements associated with this job.

Physical

- Predominantly office-based; requires sustained screen and meeting time.
- Occasionally operating a motor vehicle (e.g. use of fleet cars). Moderate mobility to support frontline staff and attend site areas.

Cognitive

- Decision-making under pressure; situational awareness of risks.

Psychosocial

- Managing competing priorities and team wellbeing under operational stress.
- Responsibility for monitoring work conditions and ensuring safety practices are followed.
- Must report hazards, incidents, and follow safe work procedures (WHS duty of care).

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Compliance

Compliance Responsibilities:

It is the responsibility of both the Manager, and Incumbent(s) of the role to ensure the employee(s) performing the role meet relevant requirements of Professional Standards/Codes of Conduct imposed by AHPRA, National Boards, or under Industry Codes. It is the responsibility of both the Manager, in partnership with People and Culture, to ensure that probity checks remain compliant.

Probity checks must be completed as indicated

<input checked="" type="checkbox"/> National Police Check [Mandatory]*	<input checked="" type="checkbox"/> Working with Children Check [Mandatory]
<input checked="" type="checkbox"/> Evidence of Right to Work in Australia [Mandatory]	<input type="checkbox"/> NDIS Worker Screening Check
<input type="checkbox"/> Statutory Declaration General Statutory Declaration	<input type="checkbox"/> Aged Care Worker Banning Order Check
<input type="checkbox"/> Professional Registration Choose an item.	<input type="checkbox"/> First Aid Certificate
<input checked="" type="checkbox"/> Current full or probationary driver's licence	<input type="checkbox"/> Vaccination Requirement Category D
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Please refer to the Credentiaing and Scope of Practice Policy for further information and the Immunisation Policy for details regarding immunisation categorisation, please note all Category A workers are required to be vaccinated annually for seasonal influenza. *International Police Check required if the person has lived in any other country for at least 12 months in the past 10 years.

Position Description Authorised by:

Position Title:	Team Leader, Health Promotion		
Program/Team:	Connected Communities		
PD Version Number:	1.0	Date:	04/05/2026
People and Culture Review			
People & Culture Signature:	Nathan Madams, People Partner	Date:	04/05/2026