

Position Title	Executive Manager Programs and Impact
Classification	Individual Employment Contract
Position Reports to	Chief Executive Officer
Approved By	Chief Executive Officer
Date	26 June 2026

About Women's Health Goulburn North East

For more than 30 years, Women's Health Goulburn North East has worked to improve women's health, safety and economic wellbeing across the Goulburn Valley and North East regions of Victoria including Mitchell Shire. As a feminist health promotion and advocacy organisation we use evidence to address the systemic inequalities that shape women's lives and outcomes.

Position Objective

The Executive Manager Programs and Impact is a strategic executive leadership role accountable for WHGNE's regional health promotion and prevention portfolio, including strategy, delivery, performance, quality, risk and long-term sustainability.

Reporting to the CEO, the role provides executive leadership to Area Coordinators and Mobile Community Connectors, strengthens organisational capability and partnerships, and translates strategic priorities into coordinated regional and system-level action.

Using gendered, intersectional, equity-focused and respectful approaches within a health promotion and prevention framework, the role holds accountability for portfolio governance, monitoring, evaluation, continuous improvement and measurable impact for women, girls and gender diverse people across the region.

The role requires regular in-person commitments, typically two to three days per week, to fulfil responsibilities across the region.

Key Responsibilities

Key Responsibility 1: Provide executive leadership of WHGNE's regional health promotion and prevention strategy, delivery, portfolio performance and impact.

- Lead the execution of WHGNE's strategic and operational priorities across the regional health promotion and prevention portfolio performance.
- Provide executive oversight of regional planning, program delivery, portfolio performance, quality and risk.
- Lead Area Coordinators and Mobile Community Connectors to deliver integrated, high-quality and evidence-informed work.
- Drive a culture of accountability, collaboration, innovation and continuous improvement.

Key Responsibility 2: Lead high-level strategic partnerships, advocacy and systems influence to advance gender equality and regional impact.

- Build and sustain high-level strategic relationships across government, health services, community organisations and regional partnerships.
- Advocate for gender equality in senior external forums, partnerships and sector leadership

initiatives.

- Provide executive leadership for advocacy, systems change and cross-sector collaboration to improve health, safety and wellbeing outcomes for women, girls and gender diverse people.
- Identify and leverage opportunities to strengthen WHGNE's influence, impact and strategic reach.

Key Responsibility 3: Lead the design, development and implementation of WHGNE's annual community engagement and partnership strategy across all areas within the region.

- Guide meaningful engagement with women, girls and gender diverse people, including priority populations and communities most impacted by inequity.
- Ensure community insights and place-based intelligence inform WHGNE planning, advocacy, program development and decision-making.
- Strengthen feedback loops with communities, partners and stakeholders to support responsive, respectful and evidence-informed approaches.
- Support Area Coordinators and Mobile Community Connectors to embed community engagement, partnership development and local intelligence gathering into regional approaches.

Key Responsibility 4: Provide executive oversight of evidence, quality, monitoring, evaluation and reporting to strengthen accountability and organisational effectiveness.

- Provide organisation-wide oversight of monitoring, evaluation and reporting to support performance, accountability and delivery of the portfolio.
- Ensure program, regional and system insights are translated into operational planning, quality improvement and executive decision-making.
- Lead the development and strengthening of systems, processes and quality practices that support effective and sustainable delivery.
- Report on performance, outcomes, risks and opportunities to the CEO, executive team and governance structures, as required.

Key Responsibility 5: Lead organisational capability and culture to deliver sustainable portfolio impact and growth.

- Provide executive leadership, supervision and development support to Area Coordinators and Mobile Community Connectors.
- Foster a high-performing, values-driven and collaborative team culture.
- With the CEO and Board, contribute to organisational leadership, strategic decision-making and change.
- Strengthen workforce capability, succession planning, resource prioritisation and sustainable organisational performance.

Responsibilities carried out by all staff (*common to all WHGNE positions*)

- Actively promote Women's Health Goulburn North East and its programs.
- Actively contribute to a positive workplace culture aligned with WHGNE values and principles.
- Actively participate in WHGNE strategic and operational planning processes.
- Proactively contribute to WHGNE's capacity to deliver its goals, support high-performing teams, and foster productive relationships.
- Provide high quality verbal and written reports, including activity data where required, on progress across all areas of responsibility.
- Perform all duties in accordance with WHGNE policies, procedures, values and industrial agreements.
- Undertake frequent on the ground in person commitments (typically 2-3 days per week for a full-time position) to fulfill the responsibilities of the role across the region.
- Proactively support and be accountable for maintaining a safe work environment.
- Confidently demonstrate digital literacy, including the use of collaboration tools, data systems and

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communication platforms to support program delivery, stakeholder engagement, monitoring and reporting.

- Constructively participate in the annual performance review process, including the setting of performance measures, professional development plans and performance feedback.
- Actively contribute to a learning organisation through continuous quality improvement, policy development and review, and accreditation processes.
- Willingness to undertake other duties as agreed from time to time.

Expected Professional Attributes and Behaviours of all staff

- Actively contribute to a positive organisational culture by modelling the WHGNE Employee Code of Conduct and values, and by participating in activities that strengthen diversity and inclusion.
- Communicate openly and honestly with colleagues at all times and work constructively to achieve positive outcomes.
- Consistently demonstrate a confident, proactive and solutions-focused approach.
- Take accountability for own role and consider the impact of actions and decisions on others.
- Demonstrate commitment to the work of WHGNE and collaborate openly with colleagues by sharing information and knowledge.

Employment Requirements of all staff

- Six-month probation period.
- Satisfactory reference checks.
- Satisfactory nationally coordinated criminal history check (NCCHC) prior to commencement.
- Current Working with Children Check.
- Current unrestricted Victorian driver licence.
- Requirement to work remotely, predominantly from home and designated co-working offices, in accordance with work health and safety requirements, safety assessments, policies and procedures.
- Use of WHGNE-issued PCs, keyboards, mouse and mobile phones, and purchase of monitors, office chairs and related equipment as required, in accordance with IT policies and procedures, including use of the WHGNE IT allowance.

Selection Criteria**Qualifications**

- Relevant tertiary qualification in health promotion, population health, social sciences, community development, gender equality or a related discipline, together with more than five years senior leadership experience in a relevant sector.

Experience, skills and knowledge

1. Demonstrated senior leadership experience in health promotion, prevention, gender equality, community development, public health or a related field, including accountability for strategy, delivery, performance and impact.
2. Proven ability to lead, supervise and develop multidisciplinary teams, build workforce capability, and foster a values-driven, collaborative and high-performing culture.
3. Demonstrated experience in portfolio governance, monitoring, evaluation, reporting, quality improvement, risk management and compliance.
4. Strong understanding of gendered, intersectional, equity-focused and respectful approaches within health promotion and prevention frameworks.
5. Proven ability to build and sustain high-level partnerships and influence across government, health and community.
6. Highly developed strategic thinking, judgement and problem-solving skills, including the ability to

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manage complexity, competing priorities and organisational change.

7. Excellent written, verbal and interpersonal communication skills, including the ability to prepare high-quality reports, briefings and advice for executive, governance and external audiences.
8. High-level digital literacy and confidence using business systems, data, reporting and information management practices.

Desirable

- To be located within the Goulburn Valley and North East regions of Victoria
- Experience working in a not-for-profit, community, government and/or health promotion sectors, particularly in gender equality in regional program delivery contexts.
- Experience contributing to executive leadership, organisational strategy, funding accountability and governance reporting.

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