

Regional Consultant: Health Promotion Position Description

1.0 POSITION TITLE

Regional Consultant Health Promotion – Women's Health.

2.0 RESPONSIBLE TO

Program Manager, Women's Health Grampians and through her to the CEO.

3.0 LOCATION

The position is based in Ballarat and covers the Central Highlands and Grampians Pyrenees parts of the Grampians region.

4.0 AWARD & CONDITIONS

The conditions for the position are set by the Women's Health Grampians Inc Enterprise Bargaining Agreement 2011 ("the Agreement"). The salary is located within Level 4 or 5 of the SCHADS Award, depending on skills and experience. In addition, employer superannuation guarantee and favourable salary packaging as per WHG policies will apply, including an additional 2% employer superannuation contribution. Annual leave variations can be purchased up to a total of 8 weeks annual leave per year [48/52]. Generous professional development opportunities are available in line with the Agreement.

5.0 TRAVEL

The position requires travel within the region. A vehicle is available for work-related travel.

6.0 HOURS

22.8 hours per week or 0.6 EFT (can be spread over three or four days).

7.0 TERM OF EMPLOYMENT

Until June 2019 (possibly ongoing, dependent on funding). Subject to completion of satisfactory three month probationary period.

8.0 PERFORMANCE REVIEW

Annual Performance Appraisal and Development as per WHG policy.

A satisfactory Criminal Record check is required.

9.0 WHG BACKGROUND

Women's Health Grampians (WHG) is one of nine regional and two statewide women's health services funded by the Department of Health and Human Services. Our focus is at the population level. We work to achieve healthy public policy, improved service provision for women, and cultural change that supports gender equality. We do this through consultation, education, resource and service development. Our priority areas for action arise from the collection and assessment of emerging needs and currently include sexual and reproductive health, gendered advocacy and the prevention of violence against women.

The service is:

- Run by women and managed by women accountable to the women it serves; and
- Governed by an elected Board of women from the region.

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10.0 SUMMARY OF RESPONSIBILITIES

As a member of a small team, the Regional Consultant will primarily contribute to operationalising the objectives of the Communities of Respect and Equality (CoRE) initiative in line with the CoRE Alliance Governance Group's Action Plan. She will also deliver other health promotion activities that support the primary prevention of violence against women in accordance with WHG's vision and strategic plan.

Visit the WHG website to view the CoRE Plan and WHG Strategic Plan 2017 - 2021. www.whg.org.au

11.0 KEY RESPONSIBILITIES

Work within the Health Promotion team:

11.1 Health Promotion

Work within the Health Promotion team to translate and implement WHG's vision and strategic goals:

- 11.1.1 Complete key areas of work within relevant organisational and team plans – particularly the CoRE AGG Action Plan, the Gender Equality Action Plan and the WHG Strategic Plan.
- 11.1.2 In accordance with the CoRE Action Plan, build solid relationships with CoRE members and support them in developing and implementing actions to address gender inequality.
- 11.1.3 Contribute to the coordination and delivery of regional Communities of Practice and the CoRE Communications network.
- 11.1.4 Contribute to the development of resources that will help CoRE members to implement/pursue evidence based actions and/or support growth in the initiative – in consultation with the HP team and members.
- 11.1.5 Provide advice and gender-based evidence concerning issues relating to women's health.
- 11.1.6 Deliver training associated with CoRE, the prevention of violence against women and/or gender equality, as required.
- 11.1.7 Support the delivery of the settings-based program Act@Work in workplaces.
- 11.1.8 Support the development and implementation of communications to support the health promotion program.
- 11.1.9 Liaise with other groups and organisations to plan suitable collaborative efforts including participation in key strategic relationships and networks.

11.2 Other duties as requested by the Program Manager and Chief Executive Officer.

12.0 RESPONSIBILITIES CARRIED OUT BY ALL STAFF

- 12.1 Participate in Staff Performance Appraisal and Development including setting of performance measures, skills development plan and performance appraisal feedback system.
- 12.2 Participate in WHG's Continuous Quality Improvement.
- 12.3 Participation and adherence to WHG's Communication Strategy.

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- 12.4 Develop and maintain networks across scope of position.
- 12.5 Support and promote the work of WHG and advocate for women's health in general in the community, and specifically in relation to those living in rural and remote areas.
- 12.6 Contribute to the overall life of WHG, attending internal meetings and planning sessions as required.
- 12.7 Adherence to all WHG policies and procedures.

13.0 KEY SELECTION CRITERIA

Applications must address the selection criteria to be considered.

It is expected that the successful applicant will be able to demonstrate the following:

- 13.1 A tertiary qualification in health promotion, social policy, gender studies or equivalent.
- 13.2 At least three years relevant post-qualification experience; working as part of a small team and able to work with minimal supervision.
- 13.3 An understanding of health promotion and the social determinants of health, particularly in relation to gender and rural women.
- 13.4 Skills and experience in project management including planning, implementation and evaluation.
- 13.5 Well-developed communication skills including excellent interpersonal skills, and the ability to train, facilitate and negotiate with staff at a range of levels.
- 13.6 An understanding of and commitment to a feminist philosophy.
- 13.7 Skills and experience in delivery of training packages to adults would be an advantage.

14.0 FURTHER INFORMATION

For further information: contact Marianne Hendron on 5322 4100 or email: ceo@whg.org.au

15.0 APPLICATION

To apply:

Forward your CV, cover letter and completed selection criteria to adminb@whg.org.au

Applications close 5pm 15 November 2018

Note: Interviews for the position will take place on Friday 23 November 2018 in Ballarat.

Equal Opportunity Exemption No.H298/2017