

Manager Strategy and Programs

Position Description

- 1. POSITION**
Manager Strategy and Programs (MSP)

- 2. RESPONSIBLE TO**
Chief Executive Officer

- 3. SALARY AND CONDITIONS**
The pay rate is based on Social Community Home Care and Disability Award (SCHADS) Level 7. Salary package includes the provision of a vehicle for full private use. Employer superannuation at rate of 11.5% and salary packaging are provided as per WHG employment policies. Conditions according to WHG Enterprise Agreement 2011.

- 4. TRAVEL**
The role involves travel across the Grampians region (vehicle provided)

- 5. HOURS**
Flexibility from 0.8 EFT to full time

- 6. TERM OF EMPLOYMENT**
Permanent employment, subject to ongoing government funding

- 7. PERFORMANCE REVIEW**
An initial three month probationary period, performance appraisal and development as per the WHG policy. A satisfactory Criminal Record check is required.

- 8. ORGANISATIONAL CONTEXT**
Women's Health Grampians (WHG) provides women's health and wellbeing leadership, advice and support to policy makers and service providers. Our focus is at the population level. We work to achieve healthy public policy and improved service provision for women through advocacy, consultation, education, resource development and strong partnership work. Our priority areas of action include sexual and reproductive health, gendered advocacy and the prevention of violence against women. We cover a large region with staff based at our offices in Ballarat and Horsham and travelling across 11 local government areas. WHG receives core recurrent funding from the Victorian Department of Health and Human Services with additional funding from a range of other government and philanthropic sources and a developing fee-for-service income stream.

Visit the WHG website for our current Strategic Plan and further information: www.whg.org.au

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9. POSITION OBJECTIVES

The role provides leadership, support and management for the WHG Health Promotion team including the ongoing development of a strong and positive culture in line with WHG Mission and Values. The Manager is responsible for overseeing the implementation of the Grampians Communities of Respect and Equality (CoRE) Plan and supporting the development and roll out of a regional sexual and reproductive health strategy, ensuring effective planning, evaluation and reporting in line with WHG's Integrated Health Promotion Plan and Strategic Plan. The Manager is responsible for ensuring organisational compliance with funding-body requirements and has budgetary responsibilities under the delegation of the Chief Executive Officer. The role also includes supporting the expansion of new funding and partnership opportunities.

10. KEY RESPONSIBILITIES

Leadership and Strategy

- Provide supervision, guidance and expertise to the WHG Health Promotion team in relation to planning, evaluation, and theories of health promotion and population health, including the translation of WHG's Integrated Health Promotion, CoRE and Strategic Plans
- In conjunction with the CoRE Alliance Governance Group (CoRE AGG), oversee the implementation of the CoRE Plan in accordance with agreed annual action plans, strengthening partnerships, optimising collective impact goals and outcomes and ensuring sustainability
- Support the development and implementation of a comprehensive four year Sexual and Reproductive Health (SRH) Strategy for the Grampians region, focussed on strong partnership work and aligned with *Victoria's Sexual and Reproductive Health Strategy*
- Utilise and strategically apply health promotion knowledge relating to core theories, principles, and evidence-based practice to work undertaken, including social determinants of health and gendered frameworks
- Utilise effective interpersonal, group and public communication and effective written and oral communication and media strategies
- Develop and monitor relevant program budgets, including fee for services activities, with support from the Finance Administrator
- Manage active identification of funding opportunities for projects that advance WHG's strategic directions, and develop initial project plans including liaison with potential partners
- Complete human resource functions for WHG Health Promotion team
- Ensure the WHG Horsham office and team is well supported.

Planning, Implementation and Reporting

- Manage the development and implementation of WHG's Integrated Health Promotion Plan (including the CoRE Action Plan) and undertake associated reporting to ensure organisational compliance with funding-body requirements
- Report on the progress of implementation, evaluation and outcomes of WHG's Integrated Health Promotion Plan internally and externally

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- Ensure knowledge of other relevant key state and federal strategies and plans, in particular Safe and Strong, the Victorian Gender Equality Strategy, and identify opportunities to strategically engage with these and implement regionally
- Locate and critically analyse relevant literature, including peer reviewed and local, state and national plans and policies to determine priorities for health promotion action
- Lead the Health Promotion team in identifying opportunities to write reports for a variety of audiences and purposes including papers for peer reviewed journals, internal reports, program plans and program update reports
- Contribute to WHG's Strategic Plan review and evaluation.

Relationships and Partnership Development

- Develop and strengthen networks and relationships across WHG existing and potential partners and stakeholders, in particular the CoRE Alliance, to enable strong collaborative work in priority areas
- Represent WHG in key strategic relationships across the region, which contribute to the progress of the WHG Strategic Directions and WHG's Integrated Health Promotion Plan and other key strategies
- Liaise with WHG partners to develop their evidence based practice, a strong understanding of an intersectional focus and application of a gender in health framework
- Facilitate active involvement of team members in networks and relationships across the Grampians region and with other Women's Health Services and GENVIC members across the state.

Capacity Building and Advocacy

- Facilitate opportunities that demonstrate, promote and support the use of women's health information to inform practice, policy and service development within a social model of health in the Grampians region
- Contribute to the development of resources and tools, using an evidence-based approach and an intersectional lens, to enhance translation of theory into practice
- Advocate and work for the empowerment of disenfranchised women and girls, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.

Quality Improvement

Participate in WHG's quality processes:

- Develop, review and implement WHG policy and procedures, including compliance with legal requirements
- Involvement in a learning organisation including continuous quality improvement and accreditation processes
- Support and participate in risk management and emergency management processes.

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General Requirements

- Adhere to WHG occupational health and safety requirements by following safe work practices, procedures, instructions and rules and performing all duties in a manner which ensures personal health and safety and that of others in the workplace
- Participate in staff performance appraisal and development including setting of performance measures, skills development plan and performance appraisal feedback system
- Actively contribute to establishing and maintaining the good reputation of WHG
- Support and value diversity at all levels within the organisation and in all services by modelling respectful behaviour and appreciating individuals' emotional, intellectual, physical, spiritual and experiential differences and uniqueness
- Be conversant with computer systems and other technology relevant to the position
- Carry out all other duties as directed consistent with WHG's Strategic Directions
- Contribute to a culture of collaborative decision making which recognises and promotes individual strengths and opportunities for growth, along with shared accountability with other staff and Board members.

11. ACCOUNTABILITY

Accountable to the Chief Executive Officer for delivery of the position objectives, agreed priorities, funding related elements relevant to the position, position performance measures as agreed annually, and performance of staff within the team.

12. EXTENT OF AUTHORITY

- Within the scope of the position engage and supervise staff within the team, including relief or project staff and volunteers/students as required from time to time
- Expenditure within agreed budget
- CEO representation and higher duties as required.

13. KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualification in Health Promotion, Public Health, Social or Health Sciences, plus at least five years relevant post-qualification experience in a senior leadership position in a health, community or women's organisation in the not-for-profit sector
- Cert IV in Training and Assessment and/or the ability to demonstrate excellent facilitation and training skills including development and delivery of relevant material and evaluation of outcomes and a willingness to undertake a Cert IV
- Experience and high-level understanding of strategy, planning, implementation and evaluation of integrated health promotion at an organisational level
- Demonstrated understanding of and commitment to women's health in accordance with the philosophy and values pertaining to WHG, which incorporates a gendered perspective within a feminist framework

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- Excellent people management skills including a collaborative style with the ability to support and enhance staff capabilities
- Demonstrated experience in creating and sustaining effective partnerships with key stakeholders
- Demonstrated understanding of the current issues pertaining to the women's health sector
- High level of verbal and written communication skills, including computer literacy
- Demonstrated capacity to use initiative and to work creatively and independently as well part of a team
- An understanding of the political environment and current issues affecting the health service system and the Women's Health Sector in particular
- Australian citizenship or residency.

Desirable

- Previous experience in a similar role
- Knowledge of the Grampians region
- Current unencumbered driver's license.

14. FURTHER INFORMATION

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

15. APPLICATION

To apply:

Forward your application and completed selection criteria to marianne@whg.org.au

Applications close 5pm Monday 28 January 2019

Interviews will be held in Ballarat on Monday 4 and Tuesday 5 February 2019

Equal Opportunity Exemption No.H298/2017