



Position Details:

Manager – Health Promotion

Position Title	Manager - Health Promotion
Employment Type	0.8 to 1.0 EFT permanent position
Exemption	This position is only open to women and gender diverse people (i.e., people who identify as women and people whose gender identity does not align with the gender assigned at birth, including trans, non-binary, agender, intersex and other gender diverse individuals; not including individuals for whom their biological sex and gender identity is male). EOE H319/2022
Location	Women's Health In the North (WHIN), 680 High St, Thornbury, Victoria, 3071. Flexible working arrangements can be negotiated.
Reports to	The Manager – Health Promotion leads the Health Promotion Team, and reports to the CEO.

Organisational Context

WHIN is the women's health promotion and advocacy organisation for the northern metropolitan region of Melbourne (NMR). WHIN is a not-for-profit member-based organisation committed to improving the health, safety and wellbeing of women and gender diverse people.

WHIN works to eliminate gender inequalities and improve the health, safety and wellbeing of women and gender diverse people. We do this through leadership, advocacy, training, research and strategic partnerships.

Position Summary

Key Objective	<p>The Manager, Health Promotion is a member of WHIN's Management team and plays a strategic role in the organisation.</p> <p>This position is responsible for leading the work of the Health Promotion Team and managing the staff and projects that fall within the scope of the team's work.</p> <p>Organisationally, the position provides strategic advice and leadership in the development of health promotion programs and services, advocacy and policy directions, and plays a key role representing the organisation externally.</p> <p>The Health Promotion Manager leads the coordination and integration of health promotion activities across the organisation.</p>
---------------	--

Key Result Areas	
Organisational Leadership	<ul style="list-style-type: none"> • Contribute to and support the achievement of WHIN’s strategic plan and operational goals. • Provide team and organisational leadership. • Represent WHIN at state, regional and local level strategic committees and advisory groups as required. • Seek out opportunities for organisational growth in line with WHIN’s strategic priorities and develop grant and tender applications. • Develop and disseminate advocacy submissions in line with organisational priorities. • Assist in the development and the oversight of the implementation of major communications strategies. • Deputise for the CEO as required, including during periods of leave.
Health Promotion Management, Including Project Management	<ul style="list-style-type: none"> • Lead the development, implementation, and evaluation of WHIN’s Health Promotion Plan. • Provide leadership and support to the Health Promotion team to develop, support, implement and evaluate regional strategies and action plans including <i>Building a Respectful Community</i> and <i>Freedom, Respect and Equity in Sexual Health</i>. • Oversee the development, delivery and evaluation of WHIN’s training and training contracts. • Manage the effective and timely planning, implementation and evaluation of health promotion programs and projects, including applications for grant funding, budget development and oversight, and managing the contract and reporting processes. • Ensure timely reporting to government departments and other funders on all Health Promotion plans and priorities. • Coordinate and support health promotion students and volunteers.
Staff Management	<ul style="list-style-type: none"> • Supervise and support the staff of the Health Promotion team to assist them to meet organisational plans, action plans and their own professional development goals. • Manage Human Resource functions for the team, including recruitment, selection, induction, supervision, professional development, and performance management.
Strategic Engagement and Relationships	<ul style="list-style-type: none"> • Identify, develop, and maintain strategic relationships and partnerships with WHIN’s stakeholders as prioritised in the Strategic Plan and the Health Promotion Plan. • Provide health promotion leadership to partner organisations. • Represent WHIN with state level women’s health sector partners and participate in external forums to progress a women’s health agenda.

<p>Effective Organisational Systems and Quality Improvement</p>	<ul style="list-style-type: none"> • Identify and act on continuous quality improvements within the organisation, including advice and input to relevant policies. • Ensure the implementation of effective and timely record keeping, including for the purposes of reporting, and contract and data management. • Assist in the implementation and monitoring of WHIN's Quality Improvement Action Plan. • Support the implementation of the Intersectionality Action Plan and the Cultural Safety Plan. • Disseminate learnings from evaluation broadly, including via presentations, conferences, journal publications and WHIN's social and electronic media.
<p>Strategic Communications</p>	<ul style="list-style-type: none"> • Oversee the major communication strategies of the organisation in consultation with the CEO, including the health promotion digital media, monthly e-newsletters, annual reports and marketing activities. • Oversee the communications and key messaging of WHIN's major health promotion campaigns, including <i>16 Days of Activism Against Gender Based Violence</i>, ensuring coordination with other sector partners at state and regional levels, in consultation with the Communications Officer.

Key Selection Criteria

Please note: all applications must contain a statement addressing each of the essential key selection criteria separately.

<p>Essential</p>	<ol style="list-style-type: none"> 1. Commitment to WHIN's vision, mission and values, including an understanding of, and commitment to, intersectional feminism, gender equity and women's health, safety and wellbeing. 2. Relevant tertiary qualifications in health promotion or public health. 3. At least three years' experience in health promotion/primary prevention at a senior management level. 4. Up to date knowledge and understanding of WHIN's key priorities, including communications. 5. Demonstrated experience in staff management and the development and support of high functioning, collaborative teams. 6. Experience and competence in health promotion planning, implementation and evaluation, as well as project management. 7. Highly developed skills and experience in building and maintaining effective relationships and partnerships with a broad range of stakeholders, including government. 8. Excellent written and verbal communication skills. 9. Excellent time management and organisational skills.
------------------	--

Desirable	<ul style="list-style-type: none"> • Knowledge of Melbourne’s northern metropolitan region. • Victorian Driver’s Licence. • Ability to speak a language other than English. • Management qualifications
------------------	---

Remuneration

All WHIN staff are employed under the conditions set out in its workplace agreement. This role is classified equivalent to a level 7 position in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS), with a salary of \$114,235 (pay point 1) to \$119,003 (pay point 3) per annum for the full-time position, including a 3% above award as per WHIN’s current Employment Agreement (EA) (\$91,388 to \$95,202 for the 0.8 EFT), exclusive of Superannuation.

Benefits

- Salary 3% above the award
- The organisation offers employees the opportunity of salary packaging of up to \$16,050 per annum (\$30K grossed up). Salary packaging increases the value of the net salary (depending on personal taxation situation). (Salary packaging is subject to legislative requirements and in accordance with WHIN’s policy.)
- In addition to four weeks annual leave staff are granted a further three days leave (grace-in-favour days) across the Christmas/New Year period
- Generous personal leave arrangements
- Time-in-lieu policy

Performance Monitoring

All new appointments are subject to a six-month probationary period.
 Regular supervision is provided by WHIN, during which workload and performance are monitored.
 WHIN conducts yearly performance review and appraisals.

Application Details

[this section to be deleted in the format of the PD stored in personnel file.]

All applications must contain a statement addressing each of the key selection criteria separately. Details of how to do this can be found [here](#).

Referees, including a recent line manager, will be required if applicants are shortlisted after interview.

Women and gender diverse people from migrant, refugee, and Aboriginal and Torres Strait Islander communities are encouraged to apply.

Overseas applicants must confirm that they possess the relevant Australian work permits.

Please send applications to the following email address with your name and ‘Confidential’ in the subject line to: jobs@whin.org.au

CLOSING DATE FOR APPLICATIONS – 4 December 2023 (9am)

Further Information

Successful applicants will be required to enter into a Privacy and Confidentiality Agreement, undergo a police check, and obtain a Working with Children's permit if required.

If you have specific queries about this position, please contact:

Sue Rosenhain

Manager Strategic Partnerships and Health Policy

sue.r@whin.org.au