

**WOMEN'S HEALTH VICTORIA
POSITION DESCRIPTION**

Title	Policy and Health Promotion Manager
Classification	WHV Enterprise Agreement 2018 Level 5 Classification
Team	Policy and Health Promotion Team
Work location	Based at Level 8, 255 Bourke St, Melbourne*
Employment type	Full time (part-time and job share negotiable)
Annual Salary	\$112,000 pa full time (or pro rata)
Position reports to	Chief Executive Officer
Date Approved	February 2022

*The WHV flexible work policy includes options for negotiating some days working from home and some days in the office each week. COVID pandemic orders also apply as required.

1. POSITION TITLE:

Policy and Health Promotion Manager.

2. ORGANISATIONAL ENVIRONMENT

Women's Health Victoria (WHV) is a state-wide, independent, feminist, not for profit organisation that works to improve the health and well-being of all Victorian women through its work in health promotion, policy, advocacy and support services.

The organisational structure comprises five teams who all contribute to achieving the goals and priorities set out in the [WHV Strategic Plan 2018-2023](#). This includes Policy and Health Promotion; Workforce Development responsible for implementing our training and capacity building model; 1800 My Options phone line and information service; Counterpart – peer support service for women with breast or a gynaecological cancer; and Business Services.

The role of the Policy & Health Promotion Manager is to lead WHV's policy, advocacy and research agenda and priority projects to support the delivery of priorities within the strategic plan with a core focus on sexual and reproductive health, mental health and body image, prevention of violence against women and women's equality.

3. POSITION OBJECTIVES

- 3.1** Provide strategic leadership in policy, advocacy and research to advance the health of Victorian women, including oversight of priority projects.
- 3.2** Lead and manage the Policy and Health Promotion Team.
- 3.3** Establish and maintain relationships and partnerships to achieve WHV's Strategic Priorities.
- 3.4** Contribute to the strategic development of the organisation.

4. KEY RESPONSIBILITIES

4.1 Strategic leadership in policy, advocacy and research

- 4.1.1** Provide state-wide policy and advocacy leadership in WHV's priority areas, including identifying opportunities to apply a gender analysis to inform policy, practice and service delivery to improve health outcomes for Victorian women, using a social model of health.

- 4.1.2 Manage the development, implementation, evaluation and reporting of WHV's activities under the Victorian Women's Health Program.
- 4.1.3 Lead strategic research and knowledge translation activities to build the evidence base and influence key stakeholders to achieve WHV's strategic goals.
- 4.1.4 Oversee the continued development, implementation, evaluation and reporting of priority projects in policy and health promotion, including the Gender Equality in Advertising project, the Victorian Women's Health Atlas and the Labia Library.
- 4.1.5 Actively identify and pursue strategic opportunities to advance WHV's priorities and expand WHV's leadership and influence, including funding opportunities.
- 4.1.6 Lead the development of social impact and other measures to report on outcomes against the Theory of Change and evaluation framework across priority areas.
- 4.1.7 Lead the coordination of state budget bids and election campaigns as identified.

4.2 Team leadership

- 4.2.1 Manage and provide leadership for the Policy and Health Promotion Team, including the translation of WHV's Strategic Plan into team and individual workplans.
- 4.2.2 Ensure Policy and Health Promotion Team members have the skills and knowledge they need to deliver on work priorities to agreed levels of quality and timeliness.
- 4.2.3 Support the performance and professional development of the Policy & Health Promotion Team, including through implementation of the annual cycle of the Staff Development Scheme.
- 4.2.4 Ensure team members' health and wellbeing is supported through regular review of workloads, work planning, communication of workplace changes and agreement on flexible work arrangements, especially during COVID-19.
- 4.2.5 Ensure active involvement of team members in program evaluation and quality improvement processes.
- 4.2.6 Ensure active involvement of team members in the maintenance and continued development of a positive team culture.
- 4.2.7 Manage team and project budgets.

4.3 Stakeholder engagement and partnership development

- 4.3.1 Develop and maintain relationships with key government and sector stakeholders and networks across WHV's priority areas, including the network of Victorian women's health services.
- 4.3.2 Represent WHV on key external committees and working groups related to WHV's key priority areas as agreed with the CEO.
- 4.3.3 Identify and pursue opportunities for stakeholder engagement, collaboration and influence to increase the uptake of evidence-based approaches for improving women's health.

4.4 Manage the development and implementation of health promotion and knowledge translation activities to increase understanding of gender as a social determinant of health within the government and non-government sectors. Strategic development of the organisation.

- 4.4.1 Collaborate with the Workforce Development Team and 1800 My Options on shared priorities.
- 4.4.2 Oversee the development and implementation of WHV's Reconciliation Action Plan (RAP), including chairing the RAP Working Group.
- 4.4.3 Provide evidence-based guidance to, and work with, the Communications Coordinator to manage media inquiries and support social media planning.

- 4.4.4 Contribute to Board and Task Group (sub-committee) activities including the Annual Board retreat and Policy and Program Task Group.
- 4.4.5 Contribute to senior leadership activities including management meetings, activities that support a positive workplace culture, whole of organisation reviews etc.
- 4.4.6 Contribute to the development of a strong brand for WHV and its related sub brands.
- 4.4.7 Contribute to the ongoing implementation and review of WHV's Strategic Plan, including leading and coordinating the development of annual KPI's.
- 4.4.8 Lead the development and coordination of WHV's annual State Budget submission and associated advocacy.

5. RESPONSIBILITIES CARRIED OUT BY ALL STAFF

- 5.1 Participate in the Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
- 5.2 Collect activities data within agreed frameworks to inform funding agreements and planning processes.
- 5.3 Develop, review and implement WHV policy and procedures, including compliance with legal requirements.
- 5.4 Contribute to a learning organisation including continuous quality improvement and accreditation processes.
- 5.5 Maintain environmental waste management practices.
- 5.6 Support and participate in risk management and emergency management processes.
- 5.7 Project development and management as required within the scope of the job.
- 5.8 Develop and expend budget within extent of authority.
- 5.9 Develop and maintain networks across scope of position.
- 5.10 Promote WHV.
- 5.11 Actively contribute to a positive organisational culture by modelling the code of conduct and values and participating in social and cultural activities to strengthen diversity and inclusion including the RAP.

6. ORGANISATIONAL RELATIONSHIPS

6.1 Internal

- 6.1.1 Works in close collaboration with the WHV CEO.
- 6.1.2 As Policy and Health Promotion Team Manager, provides day to day direct supervision of staff within the team.
- 6.1.3 Works closely with other team managers on shared priorities to meet organisational requirements.
- 6.1.4 Works with Board and task group members.

6.2 External

- 6.2.1 Relevant federal, state and local government departments and agencies; regional women's health services; project partners; health and social services providers and community organisations; funding bodies; researchers and research bodies; media.
- 6.2.2 Active contribution to establishing and maintaining the good reputation of WHV.

7. ACCOUNTABILITY

Accountable to the CEO 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.

8. EXTENT OF AUTHORITY

- 8.1 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.

8.2 Expenditure within agreed budget.

9. SALARY, POSITION HOURS AND TERM

WHV Enterprise Agreement 2018 conditions and salary apply. The position is classified as a Level 5 with an annual salary of \$112,00 pa full time (or pro rata). In addition, employer superannuation guarantee and access to salary packaging applies.

The position is based at Level 8, 255 Bourke St, Melbourne. Working from home arrangements for some days each week can be negotiated under the WHV flexible work policy. COVID pandemic orders may also apply including work from home directives and vaccination requirements.

10. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION:

WHV Enterprise Agreement 2018, Level 5 Classification definition is as follows:

- 10.1** Work is likely to be in accordance with a broad plan, budget, or strategy. Responsibility and broad ranging accountability for the structure, management, and output of the work of others and/or functions may be involved.
- 10.2** Work involves the exercise of significant delegated authority with decisions and actions taken having a significant effect upon the programmes or work areas being managed. The selection of methods and techniques is based on sound judgement.
- 10.3** Competency at this level involves the self-directed development and mastery of broad and/or specialised areas of knowledge with a range of skills. Application is to major, broad or specialised functions in highly varied and/or highly specialised contexts.
- 10.4** Competencies are normally used independently and are non-routine. Significant high-level judgement is required in planning, design, operational, technical and/or management functions.

11. ENTERPRISE AGREEMENT LEVEL 5 COMPETENCIES FOR THIS POSITION:

Level 5: Core competencies of this level are:

- 11.1** Ability to link the Service's corporate strategy and the effectiveness of its program delivery. This requires constant scanning of the Service's internal and external environment for significant changes likely to affect either the original strategy or its subsequent delivery. Possible modifications would then be assessed to ensure that services remain effective, through input from users, management and staff.
- 11.2** Ability to achieve work area objectives while monitoring and improving where possible financial management. Ability to focus on clients' needs by matching the Service's program objectives with present priorities and expected results.
- 11.3** Ability to continually promote work area objectives which are set in conjunction with staff, feedback which is given on staff performance and teamwork.
- 11.4** Ability to effectively represent the Service through liaison and negotiation, plus developing and maintain networks to share expertise.
- 11.5** Ability to manage for results by allocating and monitoring resources to balance competing priorities and respond to changing ones. This requires workloads to be assessed, staff to be involved and targets to be reviewed. Significant liaison would also be required with management and other resource allocation bodies.
- 11.6** Ability to ensure that effective change management strategy is drawn up, assessed, and evaluated in consultation with staff and implemented through them.
- 11.7** Recognition of personal abilities and ways these could be enhanced, through feedback from others in the immediate work environment and a strategy for self-development. Application of effective time management techniques.

12. KEY SELECTION CRITERIA

Essential

- 12.1 At least three years' experience in a senior policy or similar role that included staff management.
- 12.2 Demonstrated experience leading, motivating, and developing a high performing team.
- 12.3 Post-graduate qualifications in public health, social policy, gender studies or similar.
- 12.4 Demonstrated understanding of the social determinants of health and a feminist model of health.
- 12.5 Strong conceptual, analytical, research, policy and evaluation skills, with demonstrated ability to translate research and data to deliver evidence-based policy, advocacy and health promotion outcomes.
- 12.6 Experience in women's health, gender equality or prevention of violence against women.
- 12.7 Demonstrated understanding of policy and political environments, structures and processes.
- 12.8 Demonstrated experience establishing and sustaining constructive relationships with a wide range of stakeholders.
- 12.9 Demonstrated success securing funding.
- 12.10 Highly developed organisational and project management skills with experience managing multiple projects and competing priorities.
- 12.11 Highly developed oral communication and writing skills, with demonstrated experience writing research reports, policy analysis and submissions.

Desirable

- 12.11 Qualifications and experience in strategic communications would be beneficial to the role.

To Apply

Applications can be made by submitting a cover letter, resume and responses to the Key Selection Criteria.

If you are interested in part time or job share, please indicate how many days you are interested in or a range if it is not full time.

We welcome and encourage applications from women from a variety of backgrounds and experiences that represent the diversity of the community.

Applications are to be made online via <https://womenshealthvic.com.au/job-vacancies/12606163>. If you have any technical issues, please email jobs@whv.org.au

For any questions relating to this position, please contact: Dianne Hill, CEO, at Dianne.hill@whv.org.au or 03 9664 9300 to speak with EA to CEO Georgie Siggers.

Applications close at COB on Monday 7 March 2022.

WHV EO Exemption No. H351/2019.

Approved by:

Dianne Hill
Chief Executive Officer
Date: February 2022

Signed: 