



POSITION DESCRIPTION

December 2009

Position:	Manager – Health Promotion, Research & Development
Employment Period:	This is a Full Time (38 hrs pw), 12 month fixed term (Maternity Leave replacement) position
Exemption:	VC & AT Exemption No. A109/2009 (under Equal Opportunity Act 1995)
Reports to:	Chief Executive Officer, Women's Health West
Responsibility:	<p>Leads a multi-disciplinary team of workers and project staff.</p> <p>The position has responsibility for:</p> <ul style="list-style-type: none"> • A range of professional, management and operational functions • Strategic planning within the HPR&D team • A shared function of furthering positive collaborative relationships with a range of key stakeholders • A leading role in facilitating and developing cross team collaboration and program integration • Occasional CEO representation as required
Internal Relationships:	This person needs to develop strong working links with all staff within WHW including other management staff and the CEO
External Relationships:	The person in this position will be responsible, with their team, for establishing and maintaining effective working relationships with women in the community, a wide range of service providers and other interested parties and for initiating further collaboration and partnerships in line with strategic priorities and directions
Remuneration:	<p>The position is a full time 12 month fixed term (Maternity Leave replacement position). Remuneration total value package estimated at \$80,000: includes a commencing salary of \$65,000 p.a., plus limited personal use of service vehicle, superannuation and salary packaging in accordance with WHW policy.</p> <p>An initial three month probationary period will apply as part of the employment offer and contractual agreement.</p> <p>WHW is committed to complying with privacy and confidentiality legislation and employees are required to sign a privacy and confidentiality agreement as part of their contract.</p>
Located:	Women's Health West, 317-319 Barkly Street, Footscray

KEY ROLE:

The incumbent will be responsible for:

- leading the development, implementation, monitoring and review of WHW's Organisational and Operational health promotion plans, and contributing to the active implementation of the Strategic Plan
- strategic management, which includes stakeholder development, partnership enhancement and the profiling and external representation of the organisation
- team processes and operational management including project management
- contributing to the development, implementation, monitoring and review of WHW's Strategic Plan
- leading and facilitating on-going integrative functions across teams within the organisation
- participating as a member of WHW's Management Team
- CEO representation and higher duties as required

KEY RESPONSIBILITIES:

KPI 1	DESCRIPTION
<p>PROFESSIONAL SKILLS AND APPLICATION: Appropriate qualifications, experience, demonstrated knowledge and application of the skills required for this position</p>	<ul style="list-style-type: none"> • In consultation with staff and CEO, cooperatively develop and implement organisational goals and in particular the Health Promotion Plan. • Support HPR&D team to find simple and effective ways to plan and evaluate projects, drawing on available frameworks. • Co-ordinate WHW's activity in Primary Care Partnerships and participate in various forums in a shared role with the CEO and other relevant staff. • Identify and source appropriate funding for priority initiatives in response to identified women's health needs. • Initiate and co-ordinate agency responses to policy papers with relevance to women's health and gender analysis. • Provide support, direction and supervision of staff in relation to their assigned work. • Ensure projects and programs are managed appropriately and provide support with planning, evaluation and financial monitoring and reporting as necessary. • Recruit staff when necessary. • Implement work plan strategies in accordance with WHW's Strategic Plan. • Assume CEO higher duties as delegated from time to time.
KPI 2	DESCRIPTION
<p>COMMUNICATION WITH STAKEHOLDERS: Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of stakeholders</p>	<ul style="list-style-type: none"> • Actively pursue, develop and enhance partnerships and stakeholder relationships in relation to health promotion, research and women's health issues. • Act in a professional and responsive manner in all aspects of communication and when dealing with service users and other interested parties. • Positively promote the organisation both internally and externally. • Be prompt and provide courteous service to service users, colleagues and the broader community. • Maintain confidentiality on all issues relating to the organisation, the service users and colleagues. • Treat all stakeholders with respect and equality, whilst being responsive to their needs.
KPI 3	DESCRIPTION
<p>TEAMWORK AND COMMUNICATION: Demonstrated ability to participate as an active member of Women's Health West, consistent with the philosophy and policies of the organisation.</p>	<ul style="list-style-type: none"> • Assist in the development and application of standards, protocols, policies and procedures. • Be aware of, and apply to practice the organisation's strategic vision, values and directions. • Promote a culture of collective learning and work harmoniously with other team members to achieve service delivery excellence. • Contribute to the implementation of the organisational strategic plan. • Actively promote quality initiatives in applied research, health promotion, education and service development through major publications, conference presentations and key events. • Assist the team to develop appropriate ways for sharing and communicating information collaboratively and in conjunction with others, including at key events. • Contribute as a member of the management team to the design and implementation of industrial processes. • In consultation with staff contribute to the design/redesign of work processes and practices, as needed.
KPI 4	DESCRIPTION
<p>ADMINISTRATION AND DOCUMENTATION: Through the use of organisational procedures ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</p>	<ul style="list-style-type: none"> • Ensure that accountability reports (including SWITCH data) are produced by everyone and collated in a timely manner. • Maintain and promote sound record keeping and document practices within the team and for oneself. • Contribute to the development of organisational administrative systems and practices. • Ensure that all documentation is accurate and completed in a professional and timely manner.

	<ul style="list-style-type: none"> Respond to requests for reports and other written documents. Assist in the upkeep of resource files and databases.
KPI 5	DESCRIPTION
CONTINUOUS IMPROVEMENT: Commitment to ensuring quality services are delivered to stakeholders through continuous improvement activities	<ul style="list-style-type: none"> Assist the team to develop appropriate processes for monitoring their performance and maintaining a commitment to continuous improvement. Implement and use opportunities for continuous quality improvements in line with strategic plan and program and funding guidelines. Participate in and contribute to quality improvement programs to meet service / accreditation standards. Apply all relevant external legislation and internal policies and procedures that relate to this position and the organisation. Participate and contribute to occupational health and safety activities to ensure a safe work environment for service users, community, staff and visitors. Performance of other duties as required provided such duties are within the range of the employee's skills, competency and training.
KPI 6	DESCRIPTION
PERSONAL AND PROFESSIONAL DEVELOPMENT: Demonstrated experience and understanding of the need for continuation of both personal and professional development.	<ul style="list-style-type: none"> Continually develop both personally and professionally to meet changing needs. Use all training and development opportunities provided by the organisation and be actively involved in other development as required. Actively participate in the Performance Management process as required.

KEY PERFORMANCE INDICATORS:

To completely perform in this position, the person should possess knowledge, skills and experience based upon the six Key Performance Indicators (KPIs). Regular performance monitoring will be against these K.P.I.'s.

KEY DELEGATIONS INCLUDE:

- Staff recruitment and selection (signing and terms of employment agreements lie with the CEO).
- Budget expenditure authorisations for designated projects (within the parameters of the Board approved budgets).
- Staff leave approvals (in accordance with the current staffing policies and procedures).
- Staff training and conference attendance approvals (in accordance with the current staffing policies and procedures and budgetary limitations).
- Representation role as delegated by CEO.
- Partnership development to reflect priorities of Strategic Plan and annual targets agreed to with CEO.

KEY ATTRIBUTES AND REQUIREMENTS

The person occupying this position will have proven expertise or demonstrated capacity in the following areas and an ability to acquire this expertise quickly:

Knowledge

- An understanding of women's health issues particularly as they relate to health promotion and gender research in women's health
- Knowledge of the strategic management process and ability to apply the knowledge
- An awareness and understanding of Women's Health West strategic directions and an ability to ethically apply the standards required in the organisation

Personal attributes

- An ability to work autonomously and demonstrate initiative
- An ability and desire to work collaboratively with people both internal and external to WHW
- Aptitude for learning within the team, the organisation, the regional context and the women's health sector more generally
- Planning, decision making and the ability to prioritise work
- An interest in and talent for, managing people

Skills

- Sophisticated project management skills
- Highly developed communication skills
- Capacity to listen, hear and gain cooperation from a range of stakeholders
- Capacity to manage many and varied tasks at the same time
- Highly developed research and development skills
- Understanding of the principles of health promotion within a women's health context

Judgment and Decision Making

- This person is required to exercise independent professional judgment in evaluating and deciding upon appropriate methods for achieving objectives. They are also required to review and recommend improvements to these methods

Qualifications and Experience

- Appropriate Tertiary qualifications
- Significant transferable experience relating to the position responsibilities
- Experience in leading a team of people
- Experience in managing partnerships and stakeholder relationships

KEY SELECTION CRITERIA:

1. Demonstrated understanding of women's health issues particularly as they apply to health promotion and preventative health care, research and information provision
2. Experience in leading and managing a staff team which draws on effective learning strategies for the successful achievement of program goals and tasks
3. Proven record of effective program and project management in one or more of the following areas – research and development; health promotion and education; community development
4. Proven skills in work-plan development, review and evaluation
5. Demonstrated capacity and willingness to show initiative in response to policy and programs affecting the health and well being of women
6. Highly developed and demonstrated communication skills, including the ability to develop effective working links with a variety of different interest groups and organisations
7. Demonstrated capacity in self management and delegation skills
8. Demonstrated performance in the preparation of funding and policy submissions and report writing
9. Experience in the development, management and monitoring of program budgets
10. Computer literacy in a range of relevant programs

PERFORMANCE MONITORING

An initial review of performance will be undertaken within three months of commencement, as per WHW's probation policy and then formally every twelve months using the six Key Performance Indicators (K.P.I.'s).

REVIEW OF POSITION DESCRIPTION:

This position description will be reviewed annually as part of performance management, when the position description becomes vacant or as deemed necessary.

FURTHER INFORMATION:

If you have specific queries about this position, please contact Robyn Gregory, CEO, Women's Health West on 9689 9588.

Written application marked 'Confidential', addressing the key selection criteria, with three nominated referees (including a most recent line manager) to:

Chief Executive Officer
Women's Health West
317-319 Barkly Street, Footscray 3011