

Position Details	<p>Position Title</p> <p>Regional Coordinator Health Promotion</p>
	<p>Employment Type</p> <p>0.7 EFT - Fixed Term Contract to 30th June 2024 - employment beyond this date is dependent on continued funding. Flexibility to include some evening and/or weekend work.</p>
	<p>Remuneration and conditions</p> <p>SCHADS Level 6 Pay Point 1</p> <p>Position negotiated according to qualifications, training and years of experience in similar organisations and/or roles.</p> <p>The organisation offers employees the opportunity of salary packaging (Salary packaging is subject to legislative requirements and in accordance with GW policy.)</p> <p>Flexible work arrangements apply.</p> <p>GWH has a time-in-lieu policy for overtime worked outside the designated flexi time arrangements.</p> <ul style="list-style-type: none"> • All new appointments will be reviewed regarding ongoing employment prior to the 6 month anniversary of initial appointment. • Privacy and Confidentiality Agreement required. • Code of Conduct Agreement required. • Successful applicants will be required to undergo a police check and Working with Children Check
	<p>Exemption</p> <p>EOE H472/2021 – this position is open only to women and people whose gender identity is female.</p>
	<p>Location</p> <p>Gippsland Women’s Health offer a flexible working model including the option to work from home and co-located offices across Gippsland.</p>
	<p>Reports to</p> <p>Manager Health Promotion and Prevention</p>
Organisational Context	<p>Gippsland Women’s Health is the lead organisation for women’s health promotion, gender equity, prevention of violence against women and family violence system leadership in Gippsland.</p> <p>GWH aim to improve women’s health, wellbeing and freedom of choice by advancing women’s health and well-being, gender equity and working to prevent violence against women.</p>

	<p>Our Vision is an equal and respectful Gippsland for all women. In line with our vision, we:</p> <ul style="list-style-type: none"> • put women’s experiences first; • are inclusive and respectful; • value the contributions of our partners; • have the courage to innovate and build the evidence base; and • Are bold in our efforts to achieve fairness and justice for all women in Gippsland.
<p>Position Summary</p>	<p>Key Objective</p> <p>The Regional Health Promotion Coordinator will play a key role in the coordination of primary prevention activities, funded under the Victorian Women’s Health Program. This position is responsible for coordinating the women’s health services plan, supporting health promotion staff and coordinating all projects that fall within the scope of the health promotion approach.</p> <p>The position is responsible for supporting the design, development, implementation, evaluation and timely reporting on high- quality and fully integrated health promotion programs and primary prevention initiatives, including primary prevention of violence against women. Working closely with the Manager Health Promotion and Prevention, this role will support and ensure strong collaboration and integration between the health promotion priorities and health promotion staff. They will also provide coordination for additional organisation projects and priorities that support strategic partnerships and advocating for measures that work to redress the gendered and structural inequities that affect the lives of women, children and young people.</p> <p>In summary, this position will:</p> <ul style="list-style-type: none"> • Take a women’s health leadership role in regional partnerships to implement health promotion strategies that generate and maintain social and culture change required to achieve improved health and well-being for women and support the successful completion of the health promotion plan. • Participate in strategic planning with the coordination team to consolidating, embed and strengthen the integration of gender equity and population based health promotion programs across the region. • Build and maintain strategic relationships with state wide women’s health organisations and peak bodies to address system inequalities for women. • Develop and maintain effective relationships across partners and community to effectively gender equality promote GWH as the lead regional primary prevention organisation. • Coordinate and operationalise the GWH women’s health service four year plan. • There is an expectation that all staff undertake professional development and training relevant to their role and to the organisation’s needs, and are committed to continuous knowledge and skill development.
<p>Key Result Areas</p>	<p>Health Promotion</p> <p>Coordinate the development and delivery of high quality, evidence-based health programs and primary prevention initiatives for women across Gippsland including:</p> <ul style="list-style-type: none"> • Coordinate the design, development, implementation, evaluation and reporting of the health promotion plan.

	<ul style="list-style-type: none"> • Ensure impact measurements and evaluation are embedded in health promotion activities • Provide leadership in ensuring programs and services are compliant with key organisational, legislative and funding body standards and requirements, including data collection. • Coordinate and support health promotion planning that prioritises a research and evaluation agenda <p>Prevention of Violence and Gender Equality</p> <p>Provide leadership, support and advocacy to communities across Gippsland to promote and contribute to the prevention of violence against women and their children.</p> <ul style="list-style-type: none"> • Take a lead role in regional partnerships and coordinate regional strategies that generate and maintain social and culture change required to reduce family violence and violence against women. • Coordinate annual reports and acquittals to be submitted in a timely manner. <p>Outcomes and Evaluation and Workforce Capacity Building</p> <p>Provide co-ordination of the Outcomes and Evaluation and Workforce Capacity Building portfolios in collaboration with the health promotion coordination team including:</p> <ul style="list-style-type: none"> • Ensure strategies are implemented to build on workforce capability and capacity including development of fee for service training programs. • Ensure systems thinking, program logic, outcome indicators and evaluation and research are in built mechanisms across all program areas. • Ensure outcome measurement and evaluation work aligns with state wide guidelines and indicators.
<p>Key Management responsibilities</p>	<p>Human Resource Management</p> <ul style="list-style-type: none"> • Coordinate appropriate and timely recruitment and onboarding of staff. • Provide regular supervision to direct reports tailored to the needs of each staff member. • Undertake annual performance development and action planning and engage in regular reviews of direct reports to encourage their professional development. • Identify personal and professional development opportunities arising from the annual appraisal process. • Ensure concerns about staff performance and/or behaviour are dealt with in a timely manner, supporting staff to improve performance and/or resolve any concerns. • Role model respectful and professional behaviour within the work environment at all times displaying leadership, initiative, openness, honesty, genuineness and transparency. <p>Strategic Planning and policy</p> <p>Assist the Manager Health Promotion and Prevention in the implementation and oversight of the GWH strategic plan and associated Operational Plans and Work plans to ensure alignment with key priorities.</p>

	<p>Financial</p> <p>This position is expected to manage and acquit program budgets, expenditure and provide all required financial reporting.</p> <p>Communications, Collaboration and Relationships</p> <ul style="list-style-type: none"> • Participate in staff meetings, team development and GWH annual review of strategic directions. • Play an active role in accomplishing GWH goals by participating in a range of activities and interactions geared towards achieving the objectives in the organisation’s strategic plan. <p>Effective Organisational Systems</p> <ul style="list-style-type: none"> • Assist in the implementation of the organisation’s communications strategy as required. • Provide effective leadership to ensure collaboration and integration across and between GWH programs and services to achieve organisational goals and objectives. • Build, lead and actively participate in cross-stream mechanisms to facilitate links within and between the various work streams across the whole organisation. • Actively work to progress organisational continuous quality improvement and risk management frameworks. • Lead and engage in activities and behaviors that actively promote the development of a positive organisational and workplace culture in line with the principles of the organisation and the expectations of GWH values, vision and strategic plan.
<p>Key Selection Criteria</p>	<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualifications in health, public health, public policy, community development or a related discipline. • Extensive leadership within the health and social services sector including the development and monitoring of operational plans, professional standards and budgets. • Demonstrated understanding and working knowledge of government policies as they relate to health and community services. • Exceptional skills in stakeholder management and the ability to develop effective and collaborative working relationships to deliver effective community engagement activities. • Demonstrated understanding of the social determinants of health, gender equity and intersectional feminism. • Excellent interpersonal and high-level communication skills that support the capacity to lead, inspire and develop staff, and promote and represent GWH. • Highly developed conceptual and analytical skills and the ability to develop high-level reports and submissions. • Understanding of, and commitment to, feminist and social justice principles. <p>Desirable</p> <ul style="list-style-type: none"> • Post-graduate qualifications in essential discipline highly regarded

Key Behaviours

- Strength based and change management leadership.
- Respectful communication and management of staff and stakeholders.
- Ability to collaborate in challenging and rapidly changing contexts.
- Proven resilience under sustained pressure.

Performance Monitoring

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

Application Details

Written applications addressing the Key Selection criteria and marked 'Confidential' to be submitted to Melanie Brown, Manager Health Promotion and Prevention, Gippsland Women's Health at:

melanie.brown@gwhealth.asn.au

APPLICATIONS THAT DO NOT ADDRESS THE KEY SELECTION CRITERIA WILL NOT BE CONSIDERED.

ABORIGINAL AND TORRES STRAIT ISLANDER WOMEN ARE ENCOURAGED TO APPLY.

APPLICATIONS CLOSE AUGUST 5 2022 AT 5PM.