



Position Description

Position title:	Chief Executive
Hours:	Full time, flexible working arrangements are available including working from home
Tenure:	Fixed Term 3 years
Head Office:	125 George St Doncaster East

ORGANISATIONAL CONTEXT

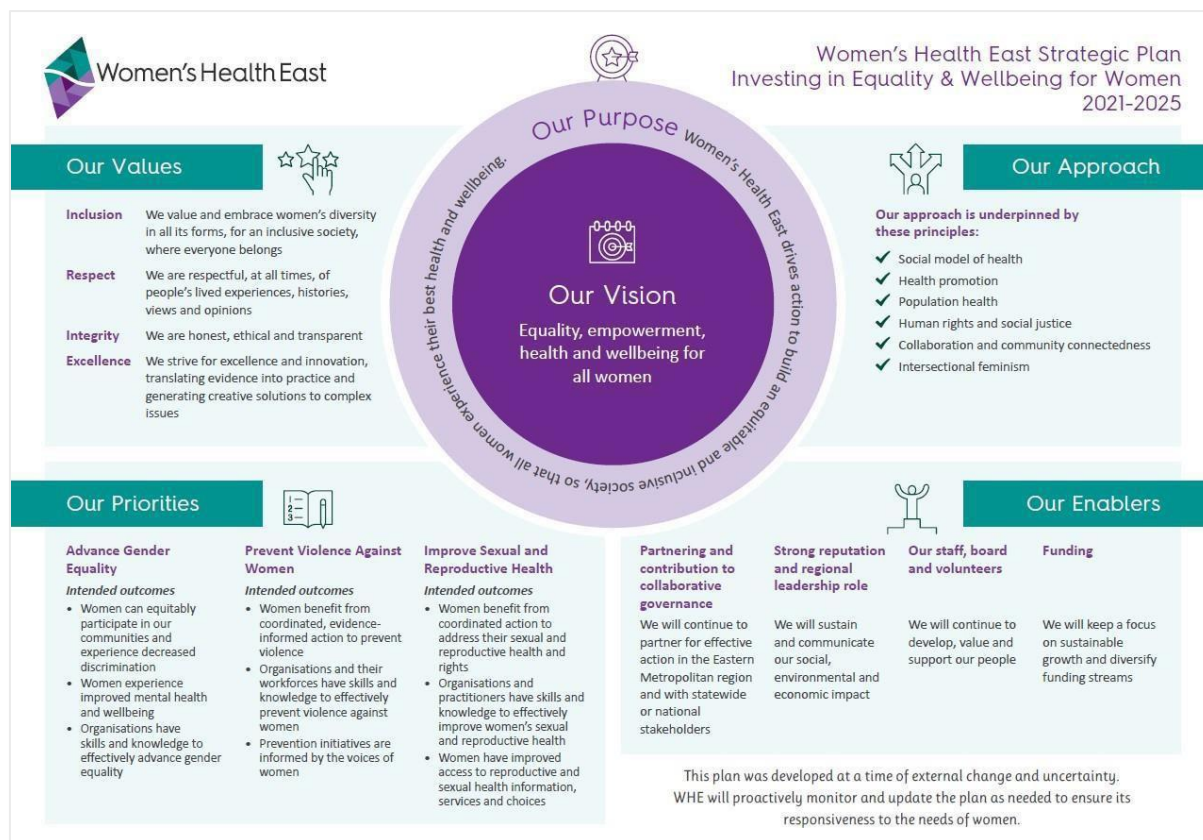
Women's Health East (WHE) is the women's health promotion agency for the Eastern Metropolitan Region (EMR) of Melbourne. We are an independent feminist organisation focused on women's wellbeing and equality across seven Local Government Areas (LGAs) – Yarra Ranges, Knox, Maroondah, Manningham, Monash, Whitehorse and Boroondara.

Women's Health East is one of nine regional and three state-wide women's health organisations that make up the Victorian women's health sector. Women's health services across Victoria promote good health and wellbeing for Victorian women. They apply an expert gender lens to health issues and systems to influence the underlying contributors to women's health and wellbeing and improve outcomes for women.

We are an active member of the Women's Health Services Council, supported by our peak body Gender Equity Victoria (GEN VIC). We work closely with state and local governments, health and community organisations, and other community partners with a role in improving health outcomes for women. GEN VIC lead a consortium of women's health services called the Action for Gender Equality Partnership (AGEP) which is a designated provider supporting the implementation of the Gender Equality Act.

We counteract gendered health inequities by designing and delivering health promotion programs to address the social determinants that intersect with gender and impact on women's health and wellbeing. We break down barriers so that Victorian women have access to tailored, gendered health information and healthcare choices.

Women's Health East has recently finalised *Investing in Equality & Wellbeing Strategic Plan 2021 – 2025*. Our strategic priorities are to advance gender equality, prevent violence against women, and improve women's sexual and reproductive health.



WHE currently employs 19 staff (approx. 12.4 EFT) however 5 part time staff are employed on projects which are likely to finish at the end of September 2021. The CEO has 5 direct reports – an Executive Assistant, Finance Officer, Quality/Project Officer, Manager Health Promotion and Manager Equality & Respect.

The staff are currently organised into three teams – the Business Operations Team (consisting of the CEO, EA, Finance officer, Quality/Project Officer), the Health Promotion team (all other staff though split into two sub teams under the two Managers) and the Leadership Team (CEO and Managers).

PURPOSE

The Women's Health East Chief Executive is responsible for leading the organisation and in partnership with the Board, staff and stakeholders for the delivery of the WHE strategic direction, vision and objectives.

POSITION OBJECTIVES

- Act as a visionary around Women's Health east objectives.
- Lead the implementation of WHE's Strategic Directions and in policy and procedure development and implementation.
- Proactively manage the resources of the organisation to deliver on strategic and

Operational priorities, continuous improvement and innovation opportunities, as well as externally funded projects.

- Positively foster WHE external relationships, including with key policy makers and service provider organisations as well as other women's health services and GEN VIC.
- Actively and effectively engage in state-wide conversations regarding optimal service architecture and delivery systems for women's health promotion activities.
- Provide leadership of internal environment values and culture, staff and governance processes which foster clarity of roles and responsibilities, good human resources practice and a culture of continuous learning and engagement.

KEY RESPONSIBILITIES

Strategic and policy

1. Partner and work collaboratively with WHE Board and key stakeholders to manage and deliver WHE Strategic directions, vision and goals.
2. Ensure the delivery of the WHE Business Plan in alignment with the WHE Strategic Plan.
3. Provide ongoing expert, strategic and policy advice to the Board of Governance on issues affecting women's health and Women's Health East ensuring that the organisation is seen as a credible source of strategic policy advice and information and is seen as a leading centre of knowledge on women's health issues in the region.
4. Secure funding for infrastructure and program delivery from a variety of sources
5. Influence dialogue and decisions regarding women's health promotion service architecture, funding and service delivery systems.

Management and monitoring

1. Ensure the organisation's compliance with its constitution, relevant legislation, regulations, organisational guidelines and policies and procedures.
2. Provide secretariat and development support to the Board of Governance.
3. Manage and report on the organisation's performance, budget and agreements with funding bodies.
4. Ensure the timely development of the 4-year Integrated Health Promotion Plan and report on the previous year's annual Integrated Health Promotion Plan.
5. Ensure that service delivery and directions are consistent with the organisation's strategic plan.
6. Manage the development and implementation of programs across the organisation.
7. Ensure a safe workplace in line with relevant OH&S requirements as well as COVID-19 related public health guidelines.
8. Ensure the regular review and early identification of risks to the organisation and recommendation of appropriate risk management strategies.

Financial performance

1. Ensure the financial wellbeing of the organisation.

2. Ensure the Board of Governance is provided with regular financial information concerning the organisation's financial performance.
3. Ensure that finances are monitored and managed and met according to required accounting standards.

Personnel

1. Provide leadership in workplace change and the ongoing development of the organisation.
2. Develop and support a staffing structure to implement the 4-year Health Promotion Plan and position the organisation to take advantage of additional funding opportunities.
3. Maintain an energised and motivational environment for all WHE's personnel – paid and voluntary staff, Board of Governance and members.
4. Develop, monitor and audit personnel practices in keeping with best practice, industrial and professional standards.
5. Provide the necessary motivation, leadership, and mentoring to assist staff to enhance performance.
6. Develop appropriate information and consultative processes to ensure that staff can engage and be informed.
7. Implement people management strategies to recruit and retain quality personnel and build effective and inclusive staff teams.

Management of WHE's relationships with key policy makers & service providers

1. Undertake appropriate political lobbying.
2. Build the organisation's capacity to respond to strategic issues and priorities through the development and maintenance of strategic partnerships and relationships. This will include a particular focus on state and local government, community health services, community organisations, GEN VIC and partnerships with other organisations which support our intersectional feminist approach.
3. Be the primary public spokesperson on all matters to do with the organisation in line with the WHE Board policy on Public Relations.
4. Influence public policy to ensure it reflects the interest of women and addresses their health issues.
5. From a women's health promotion focus foster a spirit of collaboration amongst government and non-government agencies and provide leadership and support to specific collaborative projects.

ORGANISATIONAL RELATIONSHIPS

Internal:

Reports to Board of Governance and manages all staff.

External:

Senior levels within the community, health and social services sectors and government. Strategic linkages and alliances to develop and promote the delivery of the organisation's programs.

ACCOUNTABILITY:

Accountable for delivering the position objectives and the position performance measures as agreed annually.

EXTENT OF AUTHORITY:

Day to day management responsibility for the organisation.

Expenditure within approved WHE budget and up to \$5,000 outside approved budget.

COMPETENCIES FOR THIS POSITION:

- High level understanding of the Australian health sector, women's health issues and of the role of women's health services in the health sector. Ability to use knowledge of legislation and policies of the organisation to identify risk, opportunities and issues for the future and to lead the organisation in achieving its goals and objectives.
- Professional skills, knowledge and proficiency in a specialised field gained through formal qualifications and wide and deep experience. Capacity to lead and support others.
- Ability to provide policy and strategic input to guide policy development at local, state and national levels and to represent the Organisation at all levels of government.
- A high-level competence in staff and team management and the capacity to provide leadership and drive in multiple project areas. Ability to monitor resources and balance competing priorities to achieve results.
- Ability to work collaboratively with colleagues at all levels, internal and external to the organisation, and where appropriate lead and motivate others. High level interpersonal and negotiation skills, excellent communication skills and the ability to liaise and negotiate with stakeholders at senior levels.
- Capacity to resolve problems that frequently require a high degree of original and independent thinking. Ability to manage complex work situations with necessary skills to produce effective outcomes for the organisation and for affected individuals and colleagues.
- Ability to anticipate and assess the impact of change and create and foster an awareness of the opportunity for change and an environment conducive to change.

SELECTION CRITERIA:

Mandatory

1. Demonstrated experience as a CE or Executive Leader, and in reporting to a Board of Governance.
2. Knowledge of and commitment to the philosophy of the Women's Health Program and to the vision and values of the organisation.
3. Experience in the implementation of strategic directions.
4. Ability to lead a collaborative, inclusive and supportive team culture and commitment and effective staff teams, with experience in providing support and coaching to senior staff.
5. Demonstrated experience in stakeholder management include the development and maintenance of collaborative partnerships and an ability to represent the organisation at senior levels of government departments, the community and industry.
6. Demonstrated and highly developed communication, negotiation and influencing skills.
7. Financial and business skills and acumen with experience in the preparation and management of budgets, risk strategy, business plans and funding submissions.
8. Experience in managing and implementing quality improvement, innovation and workplace change.
9. An understanding of health promotion priority areas for the organisation.
10. An understanding of the political environment and current issues affecting the women's health sector.

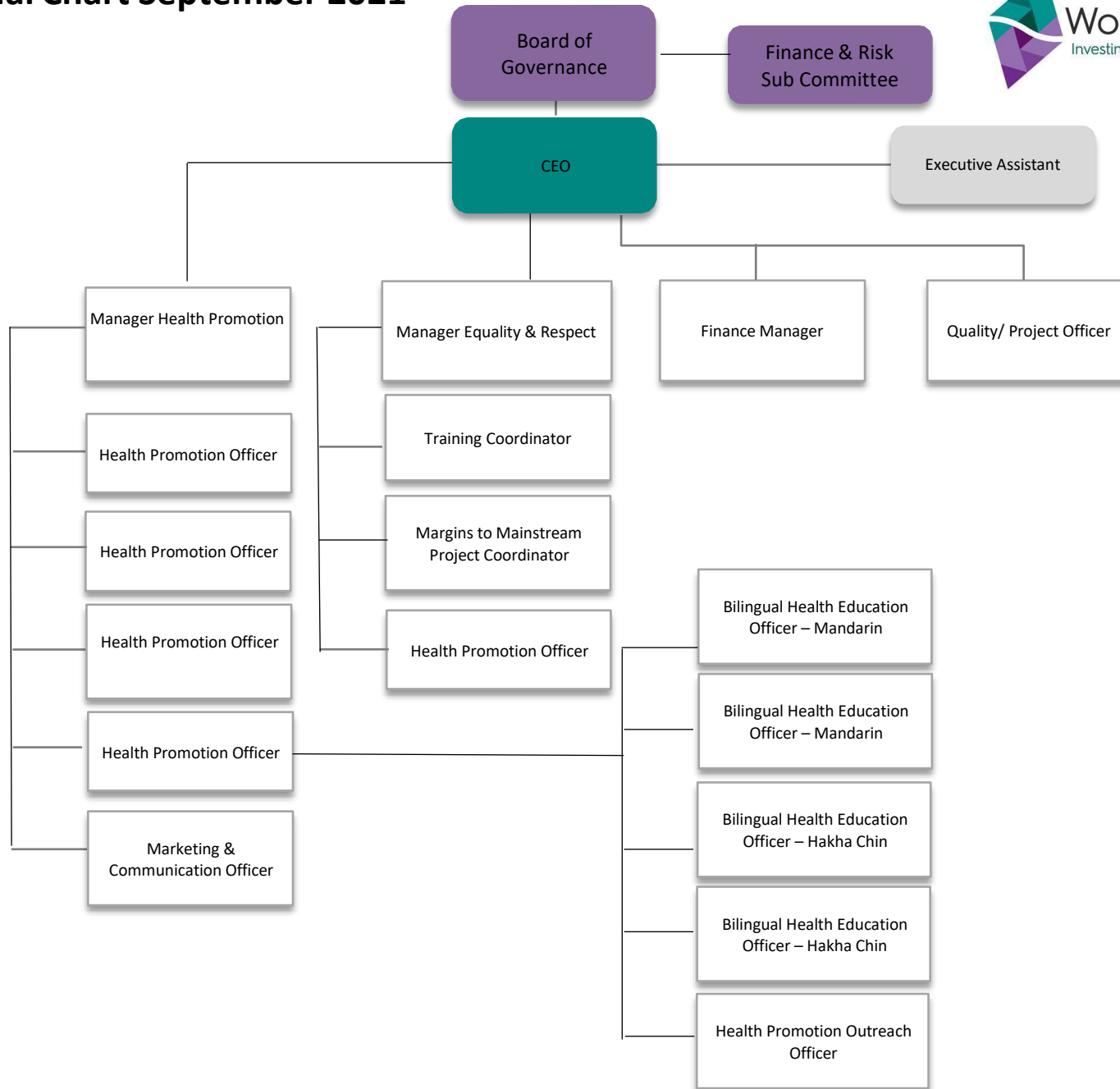
Requirements:

- National Police Check certificate
- Current Victorian driver's licence
- Access to a comprehensively insured vehicle
- Pre-existing injury or illness declaration prior to appointment to position
- Employee privacy, confidentiality, and security agreement prior to appointment to position

You are required to:

- In the discharge of your duties and the exercise of your powers, authority and discretion, observe and comply with the directions, restrictions, policies and procedures and regulation of the Employer, made or given from time to time;
- Comply with all legal requirements, statutory or otherwise pertaining to your position and responsibilities;
- At all times comply with all lawful orders and instructions given to you by the Employer or an authorised delegate of the Employer; and
- Faithfully serve the Employer and at all times use your best endeavours to promote the interest of the Employer.

Organisational Chart September 2021



Board of Governance

Chair - Lisa Dunlop
 Deputy Chair - Dimity Paul
 Secretary - Corinne Bowen
 Treasurer - Leanna Marinucci
 General Board Members:

- Olive Aumann
- Wendy Roberts
- Dilnaz Billimoria
- Christabelle Adjoyan
- Ann Yeomanson

Finance & Risk Sub Committee

- Leanna Marinucci
- Olive Aumann

Our Values



- Inclusion** We value and embrace women's diversity in all its forms, for an inclusive society, where everyone belongs
- Respect** We are respectful, at all times, of people's lived experiences, histories, views and opinions
- Integrity** We are honest, ethical and transparent
- Excellence** We strive for excellence and innovation, translating evidence into practice and generating creative solutions to complex issues

Our Priorities



Advance Gender Equality

Intended outcomes

- Women can equitably participate in our communities and experience decreased discrimination
- Women experience improved mental health and wellbeing
- Organisations have skills and knowledge to effectively advance gender equality

Prevent Violence Against Women

Intended outcomes

- Women benefit from coordinated, evidence-informed action to prevent violence
- Organisations and their workforces have skills and knowledge to effectively prevent violence against women
- Prevention initiatives are informed by the voices of women

Improve Sexual and Reproductive Health

Intended outcomes

- Women benefit from coordinated action to address their sexual and reproductive health and rights
- Organisations and practitioners have skills and knowledge to effectively improve women's sexual and reproductive health
- Women have improved access to reproductive and sexual health information, services and choices

Partnering and contribution to collaborative governance

We will continue to partner for effective action in the Eastern Metropolitan region and with statewide or national stakeholders

Strong reputation and regional leadership role

We will sustain and communicate our social, environmental and economic impact

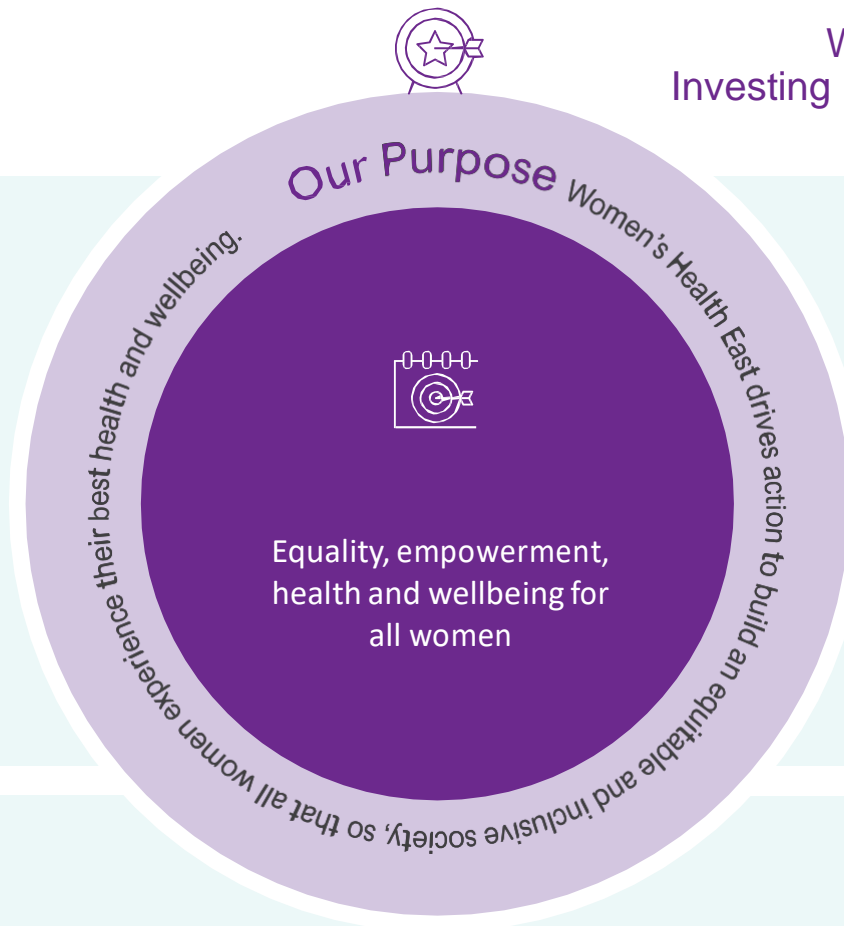


Our staff, board and volunteers

We will continue to develop, value and support our people

Funding

We will keep a focus on sustainable growth and diversify funding streams



Our Approach



Our approach is underpinned by these principles:

- ✓ Social model of health
- ✓ Health promotion
- ✓ Population health
- ✓ Human rights and social justice
- ✓ Collaboration and community connectedness
- ✓ Intersectional feminism

This plan was developed at a time of external change and uncertainty. WHE will proactively monitor and update the plan as needed to ensure its responsiveness to the needs of women.