

POSITION DESCRIPTION



Department of Rural Health
Faculty of Medicine, Dentistry and Health Sciences

Senior Health Promotion Manager

POSITION NO	0051583
CLASSIFICATION	UOM 8
SALARY	\$105,684 - \$114,389 p.a. (pro-rata for part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time – Full Time (0.8 – 1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term until 30 June 2023
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jane Tomnay Tel +61 427 276 032 Email: jtomnay@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The University of Melbourne, Department of Rural Health established a Centre for Excellence in Rural Sexual Health (CERSH) in 2009. This Centre is currently funded until June 30th 2023, with an aim to improve access to, and delivery of sexual health services in rural Victoria.

The position of Senior Health Promotion Manager, based in the Loddon Mallee region, reporting to the Director, Centre for Excellence in Rural Sexual Health (CERSH), is responsible for the strategic management and coordination of sexual health promotion projects and initiatives in accordance with the strategic directions of CERSH. The position will work closely with National and State peak bodies, including the health, education, youth and community sectors, as well as all levels of key stakeholder organizations and agencies in regional Victoria, to lead the strategic development, implementation, evaluation, and documentation of sexual health promotion projects and initiatives. The Senior Health Promotion Manager is expected to maintain a high level of awareness of wider University policies and procedures, relevant to the area of responsibility and respond to these accordingly.

The position will be based at the Department of Rural Health and is currently located on the Latrobe University Bendigo campus but negotiation to work in another location within the Loddon Mallee region is available. The position will also involve extensive travel throughout regional Victoria and require attendance at meetings in metropolitan Melbourne from time to time.

1. Key Responsibilities

The Senior Health Promotion Manager has key responsibilities for ensuring the strategic direction and implementation of the health promotion program of CERSH and has responsibility to ensure all health promotion resources of the Centre for Excellence in Rural Sexual Health (CERSH) are appropriately used for developing and delivering evidence based, co-ordinated health promotion practice in rural Victoria through:

1.1 LEADERSHIP AND COORDINATION

- ▶ Lead, mentor, supervise and manage CERSH health promotion staff
- ▶ Establish and maintain strategic alliances with peak bodies, institutions and organisations in the sexual and reproductive health fields to enhance the collaborative research policy-practice interface for regional health promotion practice in Victoria.
- ▶ Take a lead role in bringing peak bodies, organisations and service systems to work together to improve a systematic and coordinated health promotion effort to maximise benefits and utilisation of resources.
- ▶ Collaborate with peak bodies, individuals and organisations to create advocacy opportunities, shape agendas, campaign for strategic change to influence and inform rural sexual health policy and service delivery and increase action focused on the social determinants of health.

- ▶ Provide rural representation at government taskforces and working parties to influence state and national policy development as requested by the Director of CERSH.

1.2 PROJECT MANAGEMENT

- ▶ Provide regular advice to the Director CERSH in relation to expenditure of health promotion funds within CERSH Budgets.
- ▶ Manage and lead CERSH initiated Health Promotion projects in collaboration with the CERSH team and monitor all collaborative projects in which CERSH plays an active role.

1.3 KNOWLEDGE BUILDING

- ▶ Coordinate and contribute to knowledge generation including reports and publications, meetings and forums, strategic thinking and action, and implement a knowledge transfer strategy for rural sexual health promotion in Victoria.

1.4 BUILDING WORKFORCE CAPACITY FOR SEXUAL HEALTH PROMOTION

- ▶ Oversee and manage health promotion workforce capacity building, professional development opportunities, leadership opportunities and inclusive practices at an individual and agency level

1.5 PLANNING, EVALUATION AND REPORTING

- ▶ Develop an annual health promotion plan with the CERSH team in accordance with the strategic objectives of CERSH and as guided by the CERSH Director negotiations with CERSH funders.
- ▶ Manage in partnership with other CERSH senior staff the health promotion component of the CERSH evaluation procedures and implementation plan.
- ▶ Participate in strategic planning and manage the administrative implementation of these plans in the area of health promotion programs.
- ▶ Contribute to the CERSH annual report.

1.6 OTHER DUTIES

- ▶ Actively contribute as a senior member of the Department of Rural Health professional staff team to enhance the administrative functions of the centre.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant post graduate qualification and extensive experience in a similar senior role
- ▶ Demonstrated extensive experience in health promotion project management, including the management of complex programs with many stakeholders.
- ▶ Demonstrated experience and knowledge of contemporary sexual health promotion theory and practice and knowledge of the current epidemiology of STIs and blood borne viruses in Australia.
- ▶ Proven high level conceptual, analytical and research skills and experience
- ▶ Demonstrated extensive experience in strategic and operational planning, implementation and reporting.
- ▶ Excellent writing, communication, presentation, reporting and documentation skills.
- ▶ High level interpersonal, consultative, communication and teamwork skills.
- ▶ Demonstrated experience in the development and management of high-level strategic partnerships, and the management, mentoring and development of professional staff.
- ▶ Familiarity with the organisation of typical university structures and systems as well as a deep appreciation of the workings of complex organisations.

2.2 DESIRABLE

- ▶ Previous management experience in rural sexual health promotion.
- ▶ Existing professional relationships with relevant local stakeholders in the Loddon Mallee Region.
- ▶ Knowledge of University of Melbourne policies and procedures.

2.3 SPECIAL REQUIREMENTS

- ▶ It is expected that the successful applicant will work from an office located in the Loddon Mallee region for the majority of their time.
- ▶ To sign an agreement regarding the confidentiality of patient and organisation information.
- ▶ As the position requires regular travel to remote locations not easily accessible by public transport, the incumbent will need to have a current Victorian drivers' licence.
- ▶ A flexible approach to working hours is necessary, as this role will require some work outside normal hours and travel to support the operations of the team.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

- ▶ The position of Senior Health Promotion Manager reports directly to the Director, Centre for Excellence in Rural Sexual Health (CERSH). The Senior Health Promotion Manager position exercises a high level of independence within this field of expertise. The position will have the latitude to develop initiatives and interpret policy so long as consultation with other CERSH work areas is instigated. The position will also have supervisory responsibilities for other CERSH health promotion staff.

3.2 PROBLEM SOLVING AND JUDGEMENT

- ▶ The Senior Health Promotion Manager will be expected to be able to solve complex and difficult problems including those unforeseen, to ensure a focus on achieving the strategic directions of CERSH. Initiative, excellent interpersonal and communication skills and sound judgement are essential attributes. The position is expected to perform work assignments guided by policy, precedent, professional standards and managerial expertise.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ▶ The position requires extensive professional knowledge and experience in sexual and reproductive health and health promotion, current policy context at a National and State level and knowledge of the health promotion field, stakeholders and interest groups, in regional Victoria. The position requires knowledge and understanding of the external influences, strategic and operational issues that impact upon the goals of CERSH, the Department of Rural Health and the broader University. The position requires an understanding of the role of CERSH within the University structures and systems as well as a deep appreciation of the workings of complex organisations.

3.4 RESOURCE MANAGEMENT

- ▶ The Senior Health Promotion Manager is required to provide assistance and advice to the Director, CERSH as deemed appropriate, with respect to managing the tasks described above, in keeping with established project budgets. The Senior Health Promotion Manager will be required to have excellent time management skills and the ability to prioritise tasks to achieve required outcomes.

3.5 BREADTH OF THE POSITION

- ▶ The Senior Health Promotion Manager acts across a range of complex policy and operational issues associated with sexual and reproductive health, and in particular sexual and reproductive health promotion, priority population groups and health promotion theory and practice. The Senior Health Promotion Manager is required to interact with a wide range of personnel ranging from peak bodies, CEO's of health services, key stakeholders in the field of sexual and reproductive health, managers, project staff, to administrative staff linked to both the University of Melbourne, and affiliated project partners associated with CERSH. To this end, the position will be required to have a high level of capacity for engagement and negotiation with such personnel for mutual benefit and facilitation of the objectives of CERSH. The position contributes to the strategic direction of the Centre and the University, and as such, has the capacity to contribute significantly to enhancing the profile of CERSH and the University.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 DEPARTMENT OF RURAL HEALTH

<http://www.ruralhealth.unimelb.edu.au/>

The School of Rural Health was established in February 2002 and became the Department of Rural Health in 2010 when it was incorporated into the Melbourne Medical School. In 2015, the Centre was renamed the Department of Rural Health (DRH), Melbourne Medical School. It currently incorporates the Australian Government Department of Health and Ageing designated 'University Department of Rural Health' (1998) and the Rural Clinical School (2001). The Department attracts the majority of its funding from the Commonwealth Department of Health and Ageing through programs aimed at establishing a rural-focused national network of medical and health professional training. The Department enables undergraduate health professionals to undertake a significant period of their training in rural environments and provides rural communities with greater access to teaching and research facilities and greater clinical support.

The Department of Rural Health's largest campus is at Shepparton, in buildings adjacent to Goulburn Valley Hospital. It has other major campuses at Ballarat, working closely with Ballarat Health Services, and at Wangaratta, with Northeast Health Wangaratta. Students are also placed in smaller towns. New facilities have been established as part of the Northern Victorian Rural Medical Education Network (NVRMEN) initiative include consulting rooms in general practice, and lecture and skills centre facilities across Northeast Victoria.

Rural Health programs include:

Rural Clinical School (RCS) – one of six University of Melbourne clinical schools developed to teach 25% of students for at least 1 year of their clinical training. The RCS takes approximately 60 Commonwealth supported students each year. Within these numbers the Extended Rural Cohort (ERC) is comprised 30 students per year recruited from Northern Victoria who spend their entire clinical training time at the RCS.

Australian Government Department of Health and Ageing designated 'University Department of Rural Health' (UDRH) – a multidisciplinary, population health-based approach involving partnerships with a range of health providers underlies teaching and research activities. A three-week rural health module is compulsory for all University of Melbourne medical students and student placements are organised for medical and allied health students. The UDRH assists the La Trobe University School of Nursing in the delivery of a Bachelor of Nursing Science course in the Shepparton region. Aboriginal health activities are undertaken in partnership with the local Aboriginal community.

The Department of Rural Health also houses the Centre for Excellence in Rural Sexual Health (CERSH) which was established in March 2009.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>