

**The Women's Health Centre
Rockhampton**

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www.womenshealthrockhampton.com Email: info@womenshealthrockhampton.com
Women's Health Program & Sexual Assault Support Service



POSITION DESCRIPTION

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|----------------------------|---|
| POSITION TITLE | Project & Business Leader |
| SALARY SCALE | Social, Community, Home Care and Disability Services Industry Award 2010 Social and Community Services Level 6 |
| EMPLOYEE NAME | |
| HOURS PER FORTNIGHT | 45 hours per fortnight |
| RESPONSIBLE TO | Centre Manager |

PRIMARY OBJECTIVES

To ensure smooth operation of the promotional implementation of the Women's Health Centre's Social Business including psycho-educational services and community education programs.

MAIN CHARACTERISTICS OF THE POSITION (from The Modern Award)

As part of the Women's Health Centre Team, this position works under the general direction of the Centre Manager. It requires a high level of knowledge and skills in order to achieve results in accordance with the organisation's goals.

The position is responsible for a diverse portfolio of business enterprises currently numbering four including grant writing applications. Interpersonal skills are a key component of this work to meet collaborative expectations with regards to staff and external business clients.

This position works within established organizational processes and procedures but with scope to contribute to the amendments of such as required. In addition the Project & Business leader is required to set priorities and work flow in their area of responsibility.

This position may require intra/interstate travel and weekend work to comply with position requirements.

MAIN RESPONSIBILITIES *(from The Modern Award)*

To contribute to the operational objective of the workplace, this position includes the following:

- Responsibility for a range of functions within the organisation requiring a high level of knowledge and skills;
- Undertake work of significant scope and complexity
- To contribute to the operational objective of the workplace:
- Responsibility for a range of functions within the organisation requiring a high level of knowledge and skills;
- Undertake work of significant scope and complexity;
- Undertake duties of innovative, novel and/or critical nature with little or no professional direction;
- Undertake duties that require knowledge of procedures, guidelines and/or statutory requirements relevant to the organisation;
- Manage extensive projects or programs in accordance with organisational goals. This may require development, implementation and evaluation of those goals;
- Demonstrate preparedness and capacity to work effectively and appropriately with teams;
- Deliver culturally appropriate services;
- In consultation with management and the finance officer review and manage operational and program budgets and financial processes;
- Reporting and risk management;
- Policy and quality assurance;
- Business development and marketing;
- Stakeholder management;
- Other duties and responsibilities from time to time that you are competent and trained to do.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

Some or all of the following are needed to perform work at this level:

- Sound discipline knowledge gained through experience;
- Demonstrate significant experience working with finance, budgets, grant writing, project management and Employment Partnership Agreement;
- Demonstrate significant working knowledge of Quality Assurance requirements and the practices and compliance processes needed in relation to the provision of community services within the non-for profit sector.
- Knowledge of the organisation, its structure and services;
- Demonstrate an ability to plan and organise discrete projects with the ability to manage conflicting priorities and staff, meet deadlines and identify acceptable costs and outcomes;
- Demonstrate an ability to draft complex reports, apply for grants and prepare written policies and procedures;

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

Prerequisites

- I. Hold relevant tertiary qualifications (in Business, Human Resources or Finance) with a minimum 3 years' experience in the field ; AND
- II. Hold a current C class driver's license (QLD); AND
- III. Ability to obtain and maintain relevant security clearances (Positive Notice Blue Card, Satisfactory Australian Federal Police Check).

If applicable, have evidence of Australian Work Rights to confirm citizenship or a visa

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SELECTION CRITERIA

- Demonstrated high level problem solving and decision making skills;
- Demonstrated ability to work independently, establish priorities and to work constructively and positively within a team;
- Demonstrated well-developed communication and interpersonal skills to respectfully and appropriately interact and support internal and external clients;
- Demonstrated ability to work constructively and cooperatively with stakeholders and external clients of the centre;
- Thorough understanding of project management, including managing deadlines, risks, financial analysis and reporting procedures
- Demonstrated high level understanding of financial management, particularly budgeting and financial modelling of service delivery systems.
- Knowledge of gender based issues, such as domestic violence, workplace equity and societal gender roles.

MAIN DUTIES

Primary Duties:

The primary duties outlined are a general guide only, this role may undertake a range of activities including but not limited to:

- Assist the organisation to develop and reach their social business goals and objectives;
- Develop the current partners' commitment and participation and bring in new partners;
- Promote and develop the organisation's Employee Assistance Program to employers in the region;
- Promote and develop the professional supervision service of the organisation;
- manage the *Take a Stand* program, including all related internal and external meetings, organising facilitators and growing the business;
- Review and evaluate programs that the Centre can offer within the region;
- Source and develop external funding opportunities (eg. grants, tenders or fee for service);
- Supervision of finance and administration team members.



Other Responsibilities

- Participate in regular line management with Centre Manager
- Participate in annual Performance Appraisal including ongoing professional development
- Commit to the Vision and Mission of Women's Health Information and Referral Service
- Comply with the Women's Health policies and procedures, as per the Quality System (including current Workplace Health and Safety legislation) and relevant legislation.

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| Employee's Signature: | Line Manager's Signature: |
| | |
| Date: | Date: |
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| APPROVAL DETAILS | |
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| NAME | Belinda Lindel |
| ROLE | Centre Manager |
| DATE | March 2016 |