

POSITION DESCRIPTION	
<b>Position Title:</b>	<b>Regional Manager: Operations and Development</b>
<b>Classification:</b>	WHGNE Level 5
<b>Term of Contract:</b>	Ongoing (subject to funding)
<b>Hours of Work:</b>	0.8 EFT (30.4 hours per week)
<b>Location:</b>	Women's Health Goulburn North East (WHGNE), Wangaratta
<b>Reports to:</b>	CEO
<b>Direct Reports:</b>	Administration and Projects Officer, Program/Project workers as required
<b>Authorisation:</b>	Expenditure within agreed program budget limits
<b>External Relationships:</b>	Relationships include WHGNE staff, external contractors and stakeholders
<b>Employment Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Salary and conditions are as per the WHGNE Employee Collective Agreement.</li> <li>▪ Motor vehicles are available for work related duties.</li> <li>▪ Salary packaging available.</li> <li>▪ A fortnightly flexi time can be worked within ordinary hours</li> </ul>
<b>Date Approved:</b>	July 2024

## ORGANISATIONAL CONTEXT

Women's Health Goulburn North East (WHGNE) is a proudly feminist organisation, supporting the creation of equal, just and resilient communities that lead change towards women's empowerment, women's health, the prevention of violence against women and ultimately, gender equality, in rural and regional Victoria.

**Our work addresses the harms of binary gender norms and practices to achieve long-term gender equality.**

We apply a gendered lens to the factors and environments that shape women's health and wellbeing in rural and regional Victoria. Our expertise is in women's economic empowerment, gender justice and climate change, gender equity, the prevention of violence against women and sexual and reproductive health.

**Our experienced staff are local leaders in the field of gender equity and shared learning.** We make our expertise accessible to our communities through highly regarded research, resources and toolkits. We are alert to the political environment, and work to uphold and advance women's rights by influencing policy and planning. We work alongside women to listen to and amplify experiences of health to raise awareness, change attitudes, and influence system response.

We also work with community groups, organisations and workplaces to develop and deliver information and practical tools, consultations, coaching, tailored training, workshops and facilitated conversations.

Our work is focused on cultural changes that leads us towards gender equality. We believe this good work starts with us, so we have developed a **set of values** that guide how we work together as a team, and how we work within our communities. We feel it's important that we model what these values look like in practice, and therefore are considered a core part of our work.

**WHGNE has a flexible working policy** and as such, employees may elect to work from home, or from another convenient location. **However**, the designated place of work is the WHGNE office in Wangaratta and staff are expected to be able to attend the office in person on a regular basis in addition to attending meetings across our region.

## **POSITION OBJECTIVE & OVERVIEW**

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The Regional Manager: Operations and Development reports to the CEO and is part of the organisation's Senior Leadership Team. Using WHGNE's values-led approach to our work, this role is responsible for two key aspects of our organisation – the day-to-day operations, as well as the scoping and development of new funding opportunities. Working with the Senior Leadership Team, this role provides a strategic eye over our work while ensuring that we are:

- meeting our legislative commitments in relation to finance, people and culture, IT and governance
- managing our infrastructure (physical and human) appropriately
- considering quality improvement and risk in all that we do
- supporting high-level monitoring and evaluation of our internal systems
- managing key partnerships
- seeking out alternative funding sources

## **ESSENTIAL JOB FUNCTIONS**

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### **1. Strategic Leadership**

As part of the Senior Leadership Team, this role works with the two Regional Managers and CEO to ensure that the concepts and underlying principles of the current Strategic Plan are considered and incorporated into the daily practice of the organisation. This role provides strategic leadership and expertise in the following areas:

- Care and support of internal and external relationships.
- Key programs and projects.
- Evaluation and monitoring.
- Manage the implementation, and maintenance of the following frameworks:
  - Quality Improvement Framework.
  - Reconciliation Action Plan.
  - Disability Action Plan.
  - Others as might be agreed.

### **2. General Operations**

- Supervise Administration and Projects Officer (0.8 EFT)
- Finance
  - Liaise with the external Finance team.
  - Monitor the organisational budget.
  - Coordinate the invoicing, creditors and credit card payments to ensure correct recording and timely payment.
- People and Culture
  - Provide a single point of contact for staff in people and culture matters.
  - Lead and coordinate the authorisation of fortnightly payroll process.
  - Ensure that staff are supported to access support/resources as and when required.
- IT
  - Liaise with our external IT suppliers.
  - Ensure that our contract is managed appropriately.
  - Provide a single point of contact for staff where IT issues arise.
- Assets
  - Liaise with our landlord to ensure our shared physical working environment is operating effectively over our physical location in Wangaratta.

### **3. Business Development**

- In conjunction with the Senior Leadership Team:
  - Lead the current process of quoting for fee for service work.
  - Lead the development of grant submissions and expressions of interest for relevant work.
  - Lead the development of the Women's Health Services Network joint venture relating to fee for service work.
  - Research and provide guidance/recommendations relating to alternative funding sources.
  - Lead the initiation, development and running of the WHGNE Membership Program.

### **4. Evaluation and Monitoring**

- Develop and maintain a partnership management system.
- Support high-level monitoring and evaluation internal systems, and ways of tracking and translating our reach and impact.

### **5. Other Functions and Responsibilities**

All WHGNE staff are responsible for undertaking the following tasks/functions:

- Participate in self-directed work teams, with involvement in strategic priorities planning and implementation.
- Participate in additional organisational activities where appropriate (i.e. AGM, International Women's Day).
- Actively promote Women's Health Goulburn North East as an organisation and the values we represent, and advocate for advancing the health and wellbeing of women in the Goulburn and north east regions of Victoria
- Keep abreast of current and emerging issues for women and those who work with women and identify project opportunities.
- Keep abreast of current and emerging funding opportunities, and contribute to WHGNE funding submissions where required
- Participate in the supervision and career planning cycle, including setting of personal goals, professional development plans, and participation in regular supervision and operational meetings.
- Collect activities data within agreed frameworks to inform funding agreements and planning processes.
- Develop, review, implement and adhere to WHGNE policy and procedures, including compliance with legal and OH&S requirements.
- Actively participate in quality improvement and accreditation processes.
- Contribute to the values-led culture of cooperation, collaboration and shared accountability with other staff and Board members.

## **SELECTION CRITERIA**

1. Demonstrate a commitment to the [vision, purpose](#) and [values](#) of Women's Health Goulburn North East.
2. Relevant certificate/diploma or undergraduate degree in Business, and/or an accumulation of job experience that will support this role.
3. Understanding of community sector, including not-for-profit organisations.
4. Capacity to demonstrate flexibility in responding to changing short and long-term needs.

5. Attention to detail and an ability to see how those details support the work of the organisation
6. Proven ability to manage competing priorities and to work within deadlines.
7. Demonstrated capacity to use initiative, reflect on practice, and work independently as well as part of a team, including staff committees and project groups.
8. Well-developed verbal and written communication skills including computer literacy.
9. Ability to undertake work-related travel as and when required.

### **ADDITIONAL INFORMATION**

- As part of the WHGNE'S Recruitment and Selection and related policies, a satisfactory Police Record Check and Working with Children Check is required for this position.
- WHGNE is a COVID-safe employer and as such, we follow all mandated health orders.