

POSITION DESCRIPTION

Position Title	HRAR General Manager
Department	Corporate
Reports to	Chief of Services
Direct Reports	HRAR Managers and Team

POSITION SUMMARY

HRAR (High Risk Accommodation Response) is focussed on preventing, preparing for and responding early to COVID-9 infections, to minimise the transmission in high risk, shared facilities accommodation settings across the Bayside, Glen Eira and Kingston local government areas, whilst concurrently supporting a robust outbreak management response in places where outbreaks occur.

This project is designed to be a proactive resident and proprietor centric approach to health promotion, COVID -19 prevention and preparedness that includes community engagement for COVID testing and COVID Vaccination, follow-up health and social care, relief support and compliance activity as part of the broader plan.

Reporting to the Chief of Services, the General Manager, HRAR is responsible for the full project implementation across the breadth of the Phase 2 project deliverables.

About this role

The position will provide effective leadership and management of a dedicated team of professional staff working across the HRAR Project.

The position is responsible for:

- Program Design, Delivery and meeting KPIs/targets
- Reporting, Systems and Analytics
- Culture, Engagement, Diversity / People Experience
- Financials, Budgets, Acquittals, Funding
- Health and Safety
- Risk Management and Compliance / Quality and Accreditation

ROLE OBJECTIVE

This position is responsible for all aspects of the HRAR project, in line with the broader organisational strategy, in collaboration with internal and external stakeholders and within budget.

Universal Responsibilities of all employees:

- Promote activities and programs in accordance with Connect Health & Community Vision and Purpose.
- Model and promote Connect Health & Community Values in the workplace
- Adhere to Connect Health & Community Code of Conduct, ensuring professional conduct and confidentiality is maintained at all times, Equal Opportunity principles are followed at all times and undertake and promote safe work practices and procedures in accordance with Connect Health & Community Policy
- Comply with all legislative requirements relevant to the position, policies, procedures, systems and processes of Connect Health & Community and other external stakeholders
- Connect Health & Community are committed to the safety and wellbeing of children and young people
- Intellectual Property remains the sole property of Connect Health & Community, unless otherwise authorised and confirmed in writing

Connect Health & Community recruitment and selection procedures reflect our commitment to the safety and wellbeing of all our clients and being an inclusive and diverse workplace.

INTERNAL and EXTERNAL RELATIONSHIPS

Internal working relationships include:

- Chief of Services
- Program Managers
- Team members
- Students
- Volunteers
- CEO and other Connect Health Staff

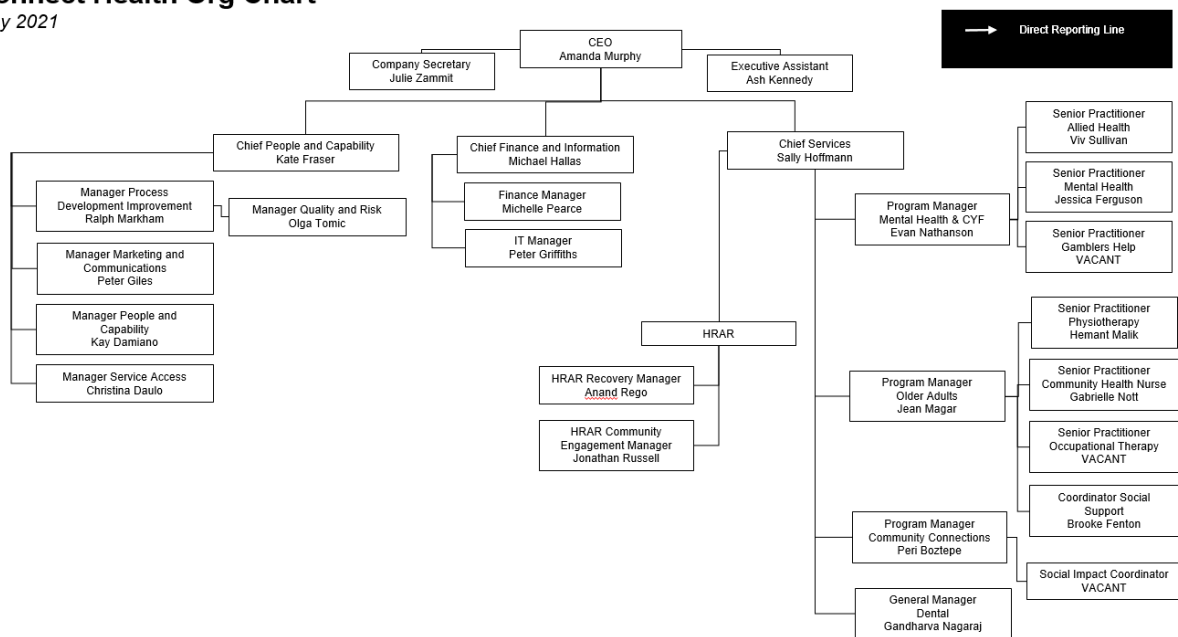
External working relationships include:

- HRAR Leadership Committee
- Service Providers
- Network Groups
- Local Government Councils
- Community Groups
- Residents and proprietors
- Government Agencies including Funding bodies such as the Department of Families, Fairness and Housing
- Related Associations

ORGANISATIONAL CHART

Connect Health Org Chart

May 2021



POSITION SPECIFIC RESPONSIBILITIES

- Develop, implement and evaluate the HRAR project in line with the specifications, funding and reporting requirements along with the organisational strategic and operational plans

GENERAL RESPONSIBILITIES

1. Meet performance expectations and mitigate the risk that under performance will have to contract obligations and stakeholder expectations

2. Promote activities and programs in accordance with Connect Health and Community strategic plan 20-19-21
3. Contribute to team activities that are in line with the Prevention and Health Promotion Strategy and participate in training as required.
4. Participate in working towards continual quality improvement within the business
5. Promote awareness to the community that Connect Health & Community encourages consumer, carer and community participation at all levels of the organisation
6. Participate in staff meetings and other organised activities such as quality improvement programs.
7. Undertake other duties as directed.

KEY SELECTION CRITERIA

Qualifications, Key Skills, Competencies and Personal Attributes

The General Manager HRAR is pivotal to the development and success of Connect Health as lead agency of the middle catchment HRAR. It requires an individual who can think laterally, is capable of effective leadership, skilled in developing team members and relationships with stakeholders. The role demands a highly motivated individual committed to health promotion in the community who shows initiative, the ability to problem solve and the capacity to respond flexibly to unexpected demands.

- Proven leadership skills and competent in managing and developing others
- Demonstrated experience and knowledge of contemporary health promotion theory and practice
- Confidence and capability to liaise and influence stakeholders
- Sound knowledge of the National, State and Local Health policy context
- Well-developed interpersonal and communication skills, both verbal and written with the ability to build effective relationships with people from diverse backgrounds
- High levels of computer literacy in using a range of Office computer packages
- Well-developed organisational and time management skills with the ability to plan workload, prioritise team activities and meet deadlines
- Ability to work autonomously and collaboratively as part of a team
- Ability to take ownership and responsibility for decisions
- Demonstrated ability to identify and resolve problems and make appropriate recommendations
- Understanding of and empathy with the values and ideals of Connect Health & Community

Desirable:

- Knowledge and understanding of community health programs and services

Mandatory requirements:

- Current Victorian Driver's Licence
- Current Police and Working with Children Checks
- Must be a permanent Australian resident or hold a current, valid working visa.

Qualifications:

- Tertiary qualification in Health Promotion, Health Marketing, Population Health, Public Health or a related health field
- Professional registration with the appropriate membership body where applicable

Assessment

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

- **Supports strategic direction**
Proven high level ability to analyse situations and propose creative solutions, particularly in relation to vulnerable communities, communications and marketing.
- **Achieves results**
Demonstrated ability to prepare effective and tailored initiatives and to monitor and evaluate their implementation.
- **Supports productive working relationships**
Demonstrated high level communication, both written and oral and consultation and negotiation skills with proven ability to liaise with senior executives and the staff within the organisation.
- Demonstrated experience in leading and motivating a team of diverse professionals through uncertainty to clarity
- **Displays personal drive and integrity**
Proven ability to act independently to meet project goals within identified deadlines and budgets.
- **Communicates with influence**
Knowledge of contemporary system wide prevention/impact frameworks and behaviour change frameworks, and experience in implementing strategies in practical situations

PERFORMANCE APPRAISAL

A professional review shall be ongoing with the Chief of Services.

Conditions of Employment	
Remuneration:	<p>General Manager</p> <p>The employee will be paid in accordance with the Victorian Stand Alone Community Health Services (Health & Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 - 2022</p> <p>Salary Packaging is available in accordance with prevailing legislation and Connect Health & Community Policy.</p>
Tenure	Fixed term tenure until 31 December 2021
Location:	Primary Location is 347 Bay Rd, Cheltenham. Staff may be required to work at any Connect Health & Community (or partner) site.
Hours of Duty/Flexibility	<ul style="list-style-type: none"> ◆ Full Time FTE (76 hours per fortnight) ◆ Opportunity to work an ADO ◆ Standard Hours 8.30am-5.00pm Monday to Friday ◆ Some weekend and out of hours work may be required ◆ It is the intention that program and/or service coverage is provided across the span of Connect Health operating times, however, staff may be required to work outside of business hours as requested. ◆ It is also our intention to offer staff flexibility in relation to hours and days of work.
Probationary Period:	<ul style="list-style-type: none"> ◆ Confirmation of new employees to Connect Health is subject to a 6 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Tasks and Accountabilities.
Pre-employment Checks	<ul style="list-style-type: none"> ◆ Employment is contingent upon a satisfactory Police Check & Working with Children Check

	<ul style="list-style-type: none"> ◆ All employees must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment. ◆ Relevant prior service must be disclosed
On-going employment Checks	<ul style="list-style-type: none"> ◆ It is the responsibility of staff to maintain and keep up to date all mandatory Checks, related to their position at their own cost.
Pre-Existing Injury/Illness:	<ul style="list-style-type: none"> ◆ Applicants are required to sign a Pre-Employment Declaration Form.
General:	<ul style="list-style-type: none"> ◆ Management, in consultation with the staff member, reserves the right to modify this position description as required. ◆ Connect Health and Community requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000 ◆ Connect Health is a totally smoke free workplace
Approval Date:	May 2021
Revised Date:	TBC
Written By:	Chief of Services
Authorised:	CEO
Acknowledgement:	
Employee Declaration:	I have read, understand and acknowledge the contents of this position description.
Employee Name:	
Employee Signature:	
Date:	

ORGANISATIONAL INFORMATION

Connect Health & Community is a registered Company Limited by Guarantee operating in a quality, accredited, not-for-profit environment and governed by a Board of Directors.

Connect Health & Community incorporate key service delivery and community programs for Community Health, Commonwealth Home Support Program, Dental, Gambler's Help Southern (GHS) and Volunteers and Community Connections.

Connect Health & Community employ approximately 160 staff with an operating budget of approximately \$14.7M. Connect Health & Community has approximately 200 dedicated volunteers who assist our organisation and community. The organisation's strategic directions and organisational values are supported by our staff and volunteers and defined by behaviours, skills and attitudes.

Connect Health & Community is guided by the principles of the social model of health; holistic service provision; continuous quality improvement; community and consumer participation and the diverse social aspects of our community.

VISION

Healthy People, Healthy Communities

PURPOSE

Assisting you in meeting your health and wellbeing goals.

VALUES**Respect**

- Treating others fairly and objectively
- Value the central role of family and community
- Freedom from discrimination, harassment and bullying

Responsiveness

- Meet the needs of our diverse community by providing services that are accessible and innovative, timely, cost effective, appropriate and of a high standard.
- Build an adaptive workforce to respond to changing community needs.
- Minimise barriers for people, especially vulnerable communities.

Accountability

- Accepting responsibility for decisions and actions
- Best service value with public funds
- Providing services professionally and to the highest ethical standards
- Acting in a transparent manner

Collaboration

- Working with people and communities to deliver quality, accessible integrated service
- Actively involve the community to achieve people-centred service
- Joint communication and decision making treating all clients, staff and the community with care, dignity and understanding
- Provide a supportive and safe work environment for all voluntary and paid staff

Responsiveness

- Meet the needs of our diverse community by providing services that are accessible and innovative.