

# Health Education Manager

Position Description

May 2024



Multicultural Centre for Women's Health is a national organisation led by migrant and refugee women to achieve equity in women's health and wellbeing

## Context

Multicultural Centre for Women's Health (MCWH) is a national, community-based organisation which is led by and for women from migrant and refugee backgrounds. We advocate and educate to strengthen the health, wellbeing, safety and leadership of migrant and refugee women in Australia.

MCWH works together with migrant and refugee women, community organisations, health practitioners, employers, communities and governments to build and share knowledge, achieve equity and improve health and wellbeing for migrant and refugee women.

MCWH is an inclusive, family friendly employer that encourages a healthy work/life balance and offers flexible working hours and the option to work according to a hybrid working model.

## Position Objectives

MCWH's vision is for migrant and refugee women to be free from all forms of discrimination, to have autonomy over their lives, and experience health equity, well-being and safety in society.

Leading a team of Health Education delivery professionals, the Health Education Manager will be focused on bringing our vision to life by managing and overseeing health education quality assurance, reporting, delivery and evaluation.

This role is instrumental in ensuring MCWH's health education program is:

- 1) delivered on time, within budget whilst continuing to build our reputation of delivering programs to high standards
- 2) growing in line with the agreed strategy and targets

# Organisational Relationships

## Internal

The Health Education Manager will report directly to the Director of Programs and is a member of the Senior Management Team

## External

Relevant federal, state and local government departments; funding bodies; national, state and regional research; service delivery and policy bodies; media; community organisations; training clients; migrant and refugee women.

# Key Responsibilities

## Management of the Health Education Program and Monitoring

- Oversee delivery of the health education program, in line with the MCWH Strategic Plan, annual plan and budget
- Ensure that health education program service delivery and directions are consistent with MCWH Strategic Plan, annual Plan and policies and procedures

## Funding

- Develop tenders and submissions for relevant projects under the guidance of the Director of Programs

## Staff Management

- Undertake regular supervision and work appraisal of the Health Education Program Team
- Manage performance issues in a timely and constructive manner
- Recruit and select the health educator team as required

## Collaborate with the leadership team, applying systems thinking and evolving our ways of working by:

- Representing your function at senior management team meetings
- Regularly reflecting on the impact of your function, finding evidence-based opportunities for improvement
- Collaborating with the Director of Programs to maintain and regularly review quality standards, policies and procedures for health education

## Lead your team in an organised, collaborative and supportive way by:

- coaching and empowering your team
- ensuring collaboration occurs at individual, team and organisational levels

- coaching the team to be agile, pivoting their focus when needed
- finding opportunities for your team to play to their strengths
- encouraging work/life balance and leading by example
- celebrating individual and team strengths and achievements

## **General Responsibilities**

- Represent MCWH externally as required
- Undertake appropriate relationship analysis to inform work priorities
- Other duties consistent with the role and as negotiated with the Director of Programs

## **Selection Criteria**

### **Essential**

### **Technical Requirements & Qualifications**

- Relevant tertiary qualifications in public health, health promotion, program management, or a related discipline
- Minimum 5 years of professional experience in team coordination and staff management
- Highly developed understanding of migrant and refugee women's health from a feminist, intersectional perspective
- Confidence with relevant IT systems including but not limited to Xero and Microsoft Excel

### **Skills & Attributes**

- Excellent team management and team leadership skills
- Experience applying systems thinking and coaching your team to develop their systems thinking
- Demonstrated problem-solving and analytical skills
- Confidence, ability and capacity to meet regular reporting deadlines
- High-level general and report writing skills
- Readiness to role model MCWH values and expected behaviour
- Excellent communication and interpersonal skills

### **Highly Desirable**

- Fluency in a relevant community language

### **Special Requirements**

- Some evening or weekend work may be required from time to time

- MCWH operates according to a Hybrid home/office working model

## Salary & Conditions

- SCAHDS Award Level 7, pay point 1-3, depending on experience.
- Starting salary range is \$110,912 per annum.
- Salary packaging is available, with a benefit of up to \$15,900 per annum and a Meals and Entertainment Program benefit of up to \$2,650 per annum
- Additional leave entitlements:
  - 5 weeks annual leave for up to 5 years' service and 6 weeks thereafter
  - 3 days ex-gratia leave between Christmas and New Years Day
  - Additional personal leave entitlements

## Period of Appointment

This is a full time (38 hours per week) 2-year appointment.

## How to apply for this position

Please send a cover letter and a document addressing the selection criteria to:

Dr Regina Torres-Quiazon

Director of Programs

[regina@mcwh.com.au](mailto:regina@mcwh.com.au)

Applications close **5 p.m. Tuesday 21<sup>st</sup> May 2024.**

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