

Position Title:	Health Promotion Team Leader
Grading:	SHPO 1-5
Status:	Permanent, Full time 38 hours/week
Location:	Newington <i>Periodic travel to other FPA locations is required. [delete if not applicable]</i>
Responsible to:	Manager Health Promotion
Responsible for:	Health Promotion Officers
Collaborates with:	Health Promotion Team Leader, Project Management Specialist, Community Education & Partnerships Specialist

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. We are committed to excellence in meeting the reproductive and sexual health needs of the community. As an independent not-for-profit organisation, we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals, and lead international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Health Promotion Team Leader is responsible for leading, motivating, and developing a high-performing team to design, implement, and evaluate evidence-based health promotion initiatives that address the reproductive and sexual health of priority populations. This role requires exceptional people management skills, a proactive leadership approach, and the ability to foster a positive, supportive, and results-driven team environment.

Selection Criteria

Essential

- Tertiary qualification in public health, health promotion, or a related field with at least 5 years' experience working in health, education and community services or similar field
- Demonstrated experience in the design, delivery and evaluation of health promotion, health education or community development projects
- Demonstrated experience in managing, coaching, and developing teams to achieve goals
- Demonstrated ability to foster a positive, proactive, and flexible team culture
- Previous experience in working with at least one of Family Planning Australia's priority population groups (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, people with disability and young people)
- Deep understanding of current reproductive and sexual health issues as experienced by priority populations
- Advanced interpersonal, negotiation, written and oral communication skills, with the ability to communicate complex concepts across a variety of audiences
- High level ability to manage competing demands and adapt effectively to change
- High level of digital literacy, including proficiency in using collaboration tools, understanding of social media engagement, and ability to locate and evaluate relevant online information
- Must have Australian working rights

Desirable

- Experience with change management and team development initiatives
- Current NSW driver's license

Other requirements

- A Criminal Record Check is required prior to commencement in the role
- A Working with Children Check is required prior to commencement in the role
- Immunisation / vaccination requirements apply to this role

Values

- FPA is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion
 - As an abortion service provider, all staff at FPA are expected to actively participate in the provision of abortion services within the full scope of their role.
- Must support the Family Planning Australia values that champion the rights of every individual to make their own choices concerning their sexual and reproductive health and rights; in support of this we are:
 - Compassionate
 - Collaborative
 - Empowered
 - Bold

Key Responsibilities

Health Promotion

- Oversight the design, implementation and evaluation of health promotion initiatives within their team according to contracted deliverables, in collaboration with the Community Education and Partnerships Specialist, as required
- Support project teams in planning, risk assessment, and quality control, ensuring alignment with organisational strategy
- Monitor and assess project implementation across the team, identifying areas for improvement and providing targeted recommendations.
- Lead the implementation of strategies to actively involve consumers across health promotion and across the broader organisation, in line with Family Planning Australia's Consumer Engagement Framework
- Provide expert advice to staff across the organisation on the development and implementation of programs for priority populations
- Actively build partnerships which enhance health promotion activities and facilitate collaborative action
- Undertake any other duties or projects at the direction of the Executive and/or Manager

Strategic direction and leadership

- Lead, coach, and mentor a diverse team of Health Promotion officers to achieve team goals and individual development
- Develop and implement annual work plan for Health Promotion Officers to ensure achievement of targets/KPIs, under guidance from the Manager Health Promotion
- Stay updated on best practices and emerging trends in health promotion and reproductive and sexual health
- Foster a positive, inclusive, and growth-oriented workplace culture.
- Contribute to the development and implementation of strategic, operational and business plans
- Contribute to the achievement of strategic goals, annual business plan and contractual deliverables

Staff management

- Provide clear direction, support, and feedback to empower Health Promotion Officers to work autonomously and collaboratively
- Ensure equitable and effective management of staff, handling team dynamics with emotional intelligence and addressing challenges constructively.
- Facilitate and maintain effective communication among staff
- Ensure all allocated staff participate in the annual performance management process and adjust position objectives and performance indicators according to changing requirements, in collaboration with Manager Health Promotion
- Manage the continuing professional development of Health Promotion Officers to ensure the maintenance of professional standards
- Ensure adherence to principles of EEO, WHS and anti-discrimination legislation

Financial management

- Ensure operation of Health Promotion programs and projects within allocated budgets, within the agreed portfolio

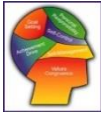
Safety & quality

- Commit to maintain best practice by adhering to the scope of the position and within role boundaries as defined by Family Planning Australia
- Maintain the required qualifications and competencies to deliver high quality services and programs
- Commit to on-going skill development and take responsibility to update knowledge, enhance skills and competencies within the context of the role
- Adhere to Family Planning Australia's defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the role
- Adhere to the Incident Management Policy to report and escalate any issues within the specified time frames
- Commit to share knowledge, and provide support and supervision to less experienced staff

Work health and safety

- All employees are responsible to ensure that they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Advanced
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Advanced
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Adept
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Adept
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	Adept
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Adept
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Adept
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Adept
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Adept

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
