



## POSITION DESCRIPTION

### Interim Health Promotion Manager

Employment status:	Full-time Contract position until 30 June 2025
Reporting lines:	The position will <ul style="list-style-type: none"><li>• report to the CEO,</li><li>• manage 7 direct reports (the Health Promotion team),</li><li>• a member of the LiverWELL Management Team</li></ul>
Remuneration	Commensurate with responsibilities of position and experience of candidate. Access to the tax benefits of salary packaging is available. Mobile phone allowance provided.
Location:	The position is based at LiverWELL, 15 Gracie Street, North Melbourne, with flexibility to work from home by agreement. Work may be required at other locations from time to time and as agreed.

### About LiverWELL

LiverWELL is a not-for-profit community-based organisation and for over 30 years we have been working to eliminate viral hepatitis in Victoria. Our ambitious new long-term strategy builds on this critical work and broadens our scope to improve liver health outcomes for all Australians. With increasing mortality and morbidity rates, liver cancer is the fastest growing cause of cancer death in Australia. The condition is poorly understood, and many people do not receive a diagnosis until it is too late. But if diagnosed early, liver disease is curable, and cancer can be prevented.

LiverWELL works with a broad spectrum of community, health sector, research and government organisations to:

- Raise awareness of liver disease and help prevent the transmission and impact of viral hepatitis by increasing community awareness, developing sector capability, and fighting stigma and discrimination
- Improve access and referral to quality information, care, treatment and support especially for vulnerable and at-risk communities,
- Support people with lived experience of viral hepatitis and liver disease to actively participate in solutions, ensuring that their voice informs responses to viral hepatitis and liver disease,
- Advocate, collaborate and mobilise collective action to eliminate viral hepatitis and drive a stronger response to the challenges of viral hepatitis and liver disease in our community.

### Our Vision

Liver Health for all

## **Interim HP Team Manager**

### *About this role*

The purpose of this interim role is to support the Health Promotions Team and ensuring delivery of high quality deliverables for the period up to 30 June, whilst the organisation recruits a permanent manager.

This role is to provide hands-on management for the experienced and diverse Health Promotions (HP) Team, deliver a limited set of operational requirements, and coordinate and produce LiverWELL's annual plan for the Department of Health for 2025 – 2026. To do this you will have the full support of the CEO and management team.

The Health Promotions team have several deliverables over this period, some which are directly owned and delivered by this role.

As a member of the LiverWELL management team you will have access to critical information to support your decision making.

## **KEY RESPONSIBILITIES**

### *Role specific*

- Develop annual Agency Plan for the Department of Health, with inputs from HP team and representatives across the organisation. (March – May)
- Provide effective Management Support, including 1:1's and Team meetings, Responding to requests, People Management and Peer Support Activities
- Collate and write the quarterly report with content from HP team (April)
- HepLink Project Coordination – Act as main contact and contribute to the national working group
- Provide input into the annual LiverWELL budget – (April – May)
- Support & Coordinate World Hep Day Activities across organisation (June)
- ACCHO Project – convene steering committee meeting (March)

### *General*

1. Contribute as part of the LiverWELL management team, contributing to regular meetings.
2. Participate in external stakeholder events, as required
3. Abide by LiverWELL's policies and procedures and demonstrate LiverWELL's values.
4. At all times maintain confidentiality of information about service users, members, staff, volunteers and other personnel.

## Key Selection Criteria

### *Essential*

- Proven experience as a skilled, clear and engaging communicator,
- experienced at managing and enabling diverse teams,
- a skilled project manager, where there are multiple contributors and tight timeframes,
- skilled at report writing,
- able to pull together, analyse and combine disparate information to create a cohesive message
- experience working in community engagement and development, and
- capable of identifying improvements and efficiencies.

### *Desirable*

- Experience of working in Viral Hepatitis or Blood-borne Virus sector will be highly regarded
- Experience in clinical, health and/or NFP sector, in particular experience working with marginalised communities
- Willingness to develop understanding of the complexities of viral hepatitis

## GENERAL INFORMATION

LiverWELL is committed to cultural diversity in the workplace and is an equal opportunity employer. People affected by viral hepatitis, Aboriginal and Torres Strait Island people, people from a culturally and linguistically diverse background and people with experience working with those communities are encouraged to apply.

**To apply:** Please send your CV and covering letter stating how you meet the key selection criteria to Emma Pereira: [emma@emmapereiraco.com](mailto:emma@emmapereiraco.com) by Friday 14 March 2025.