



POSITION DESCRIPTION

Health Promotions Manager

Employment status:	Full-time
Reporting lines:	The position will <ul style="list-style-type: none">• report to the CEO• manage 7 direct reports (Health Promotions & HepLink teams)• be a member of the LiverWELL Management Team
Remuneration	Commensurate with responsibilities of position and experience 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

For over 30 years LiverWELL (incorporating Hepatitis Victoria) has been the peak Victorian community-based organisation working for people affected by, or at risk of, viral hepatitis. Our long-term strategy builds on this critical work and broadens our scope to improve liver health outcomes for all Australians.

Untreated viral hepatitis is a contributor to increasing rates of liver disease and liver cancer, one 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 can be treated and cancer prevented.

LiverWELL collaborates 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.

We are driven by the voices of people with lived experience of liver disease and hepatitis. The priority populations we support include:

- Culturally and linguistically diverse communities
- Aboriginal and Torres Strait Islander people
- People who inject drugs
- People in custodial or post custodial settings
- People at risk of acquiring liver disease
- People needing increased access to management and care for liver disease

Our Vision

Liver Health for all

Our Values

- *Respect*: we respect all people affected by liver disease, promoting dignity and challenging stigma and discrimination
- *Inclusion*: we seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work
- *Collaboration*: we work in partnership with those affected by liver disease and with others who share our values and aim
- *Impact*: we strive for maximum impact, building on evidence, being innovative and driving change to achieve better liver health

Position Purpose

The Health Promotion Manager is a key leadership role, providing operational, and strategic support to deliver our strategic outcomes, in particular the elimination of viral hepatitis in Victoria by 2030. We are building on our strengths to evolve and mature our approach and you will be excited by opportunities to innovate and deliver impact.

You will:

- provide guidance and support to our experienced and diverse Health Promotion team supporting opportunities for innovation and building capability.
- take a leading role in engaging with key stakeholders and supporters, building impactful partnerships and collaborations.
- ensure all of our work is informed by people with lived experience, valuing the diverse circumstances and culture of the people and communities with whom we work, embedding their insights into the organisation as we learn
- strive for maximum impact by building on evidence, being innovative and driving change to achieve better outcomes.

KEY RESPONSIBILITIES

Key relationships and funding

- Manage the key relationship with the Victorian Department of Health, ensuring that impactful Annual Agency Plans are developed, delivered and reported on, with inputs from HP team and representatives across the organisation.
- Plan and manage the Victorian activities and team of the national HepLink Project and contribute to the national working group, planning, reporting and evaluation.
- Ensure timely and high-quality delivery of and reporting on activities and outcomes according to agreed plans and budgets. This will include quarterly reporting for the CEO and board as well as annual outcome and budget reporting.
- Main point of contact for collaboration with the other state and territory hepatitis organisations and with Hepatitis Australia to support national impact.
- Lead LiverWELL's contribution to and engagement with the Victorian Viral Hepatitis Roundtable.
- Lead on opportunities for collaborations with research partners

HP team

- Provide leadership, guidance, and support fostering an enabling, collaborative and inclusive team environment.
- Agree clear goals and expectations for HP team members and provide regular feedback and coaching for direct reports on performance and development. Identify learning and development opportunities to enhance individual and team development and performance.
- Support effective collaboration across the HP team and with other parts of the LiverWELL team, including communications channels, meetings and check ins.
- Support identified process improvements to increase efficiency and effectiveness
- Ensure policies and procedures implemented to ensure health, safety and wellbeing of HP team including debriefing, workflow management, external supervision where required, and out of hours rostering and support

Quality and compliance

- Contribute to management and mitigation of organisational risks, including ensuring ongoing compliance with all relevant regulatory standards, guidelines and quality requirements in relation to health promotion activities.
- Ensure robust processes in place and embedded to ensure accuracy and appropriateness of all health promotion material.
- As member of the Clinical Governance Reference Group lead on workplans, agendas scheduling meetings and follow up actions.

Consumer engagement

- Incorporate best practices in consumer-centred care to jointly lead on the development of a comprehensive consumer engagement framework and set of principles to promote and measure meaningful participation and engagement in all of LiverWELL's work by people with lived and living experience.
- Support Lived Experience Lead (LEL) to develop and implement plans for consumer engagement initiatives, aligning them with organizational goals and priorities.
- Support LEL to monitor and evaluate consumer engagement activities to assess effectiveness, impact, and satisfaction levels.
- Implement quality improvement initiatives based on feedback and data analysis to enhance consumer experiences and outcomes
- Advocate for policies and practices that promote consumer rights, equity, and access to health promotion services.

As member of management team

- Contribute as an active member of the LiverWELL management team, taking a leading role across the organisation as required.
- Contribute to development of annual organisational operating plans and budgets and reporting, including to Board.
- Represent LiverWELL in public forums, advisory committees, consumer advocacy groups, and policy-making processes.
- Contribute to the shaping and delivery of advocacy and policy outcomes

General

- Participate in external activities and stakeholder events, as required.
- Abide by LiverWELL's policies and procedures and demonstrate LiverWELL's values.
- At all times maintain privacy and confidentiality of information about service users, members, staff, volunteers and other personnel.

Key Selection Criteria

Essential

- Experience working in a senior position in a community health and / or NFP sector.
- Demonstrated experience having successfully led small, diverse teams, with proven skills in motivating, delegating, holding team members accountable, and fostering a supportive culture of innovation and learning.
- Proven ability to develop and maintain effective partnerships with a wide range of key stakeholders and to work collaboratively to deliver shared outcomes.
- Experience in effectively engaging diverse communities and people with lived experience across a broad range of plans, activities and resources, and of measuring meaningful consumer-led engagement.
- Organised and skilled in project management, able to mobilise others to develop plans and budgets, deliver outcomes, and meet deadlines
- Experience in identifying and mitigating organisational risks, including ensuring ongoing compliance with all relevant regulatory standards, guidelines and quality requirements.
- Excellent interpersonal, written and verbal communication skills.
- Positive, flexible, resourceful and highly collaborative; enjoys working as part of a small passionate team
- A willingness to obtain a National Police Record Check and a Victorian Working with Children Check. *Please note: having a police record will not automatically preclude you from being considered for this role. Please speak to us should you have any concerns.*

Desirable

- Experience of working in Viral Hepatitis or Blood-borne Virus sector will be highly regarded
- Experience working with marginalised communities highly regarded
- 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 by 22 May 2025.