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Success Profile Pack

Blue Mountains Women's Health & Resource Centre

Application Close: 2 August 2023

Wendy Donovan and Chelsea Farrar

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02 4927 2015 / 02 4927 2027



Position Description

Hours: 28 hours per week

Status: Permanent Part-time Position

Award / Rate of Pay: SCHADS Level 8: \$113,821 - \$118,309 paid pro rata according to a 38 hour week as per the award.

Accountabilities: Accountable to Management Committee

Probationary Period: This appointment is subject to a three month probationary period and a minimum employment period in accordance with the Fair Work Act.

THE BMWHRC CONSIDERS BEING A WOMAN A GENUINE OCCUPATIONAL QUALIFICATION FOR THIS POSITION UNDER SECTION 31 OF THE ANTI-DISCRIMINATION ACT.

Primary position purpose

The Manager is responsible for working closely with the Management Committee and providing the operations management and broader strategic direction of the service in accordance with Strategic and Operational Plans including:

- Provide leadership to staff and the Management Committee to deliver high-quality services, programs and outreach activities to support and advance women's health and wellbeing, and respond to changing social, political and funding landscapes
- Ensure the Centre meets its administrative, accountability, and reporting requirements.
- Foster our partnerships and public profile

Key responsibilities

Leadership and strategic management:

- Providing leadership to staff and the Management Committee to enable the organisation to respond to political and funding changes
- Working with key organisations in the Blue Mountains and Lithgow to promote the work of the centre and its objectives
- Liaising with Women's Health NSW, and other state-wide women's health meetings
- Liaising with funding bodies including Nepean-Blue Mountains Local Health District, and the Dept of Communities and Justice regarding funding and departmental policy
- Identifying opportunities to build organisational sustainability and growth by developing strategic partnerships where opportunities arise

- Providing leadership on issues that impact on women, in particular domestic and sexual violence
- Liaising with local MPs regarding funding, and policy issue

Strategic Planning:

- Working closely with the Management Committee, leading strategic planning, implementation and review and prepare related documentation, prepare and review Strategic and Operational Plans

Communicating with the Management Committee:

PROVIDING THE MANAGEMENT COMMITTEE WITH:

- Information and requests from staff
- Information on any risk or threat to the organisation and its interests
- Advice and guidance regarding change management

Operations Management:

- Supervise staff in carrying out their duties in accordance with their job description, Centre policy and priorities
- In consultation with the Staffing Sub-committee, facilitate the employment process for all vacant positions including coordinating the selection committee, placement of advertisements, preparation of job descriptions and contracts, interviewing, notifications and orientation
- Provide staff with support and conduct annual staff appraisals
- In consultation administrative staff oversee rosters, organise relief staff as required and maintain personnel record
- Provide leadership and support in maintaining a cohesive team environment
- Handle complaints, conflicts and grievances when necessary
- Co-ordinate and facilitate staff meetings and the provision of in-service training
- Consult with staff regarding policy and program development.

Financial management and general administration:

- Work closely with the Management Committee (MC) to enable them to meet their governance obligations;
- Ensure BMWHRC has sufficient funds to carry out its core work and contracted obligations and operates within its allocated resources;
- Develop funding submissions and expressions of interest as opportunities arise;

- Development and review of budgets
- Authorise payment of wages, accounts, insurances, etc
- Meet regularly with the Chairperson, Treasurer and MC Sub-committees as required
- Prepare funding applications as necessary and look for additional funding sources as opportunities arise
- Ensure all funding/reporting requirements including acquittals are completed in the required timeframe
- Attend monthly meetings of the Management Committee
- Attend meetings of the Blue Mountains Land Foundation ¹

Ensure quality improvement:

- Implement quality improvement plans
- Review, develop and implement new policies and procedures on an on-going basis
- Review accreditation requirements of the service and provide recommendations to the committee regarding preferred options

Partnerships and Advocacy:

- Participate in strategic networks and partnerships including the Coalition Against Violence and Abuse (CAVA)
- Provide advocacy on women's health issues where appropriate

Legal obligations:

ENSURE BMWHRC OPERATES IN COMPLIANCE WITH:

- The policies and procedures established by Management Committee
- Its legal obligations and within the law generally

Public profile:

THAT BMWHRC:

- Maintains a positive profile and reputation with other agencies and in the media

Company Bio

Located in Katoomba, we are currently recruiting a Centre Manager 28 hours per week on a permanent part-time basis. We offer salary packaging, good working conditions and a positive team environment.

BMWHRM is a small community-based organisation which operates as a social model of women's health. Most of our funding comes from NSW Health and the Department of Communities and Justice.

Our multidisciplinary team of 13 consists of GPs, a women's health nurse, counsellors, a health promotion worker, a youth worker and medical receptionists.

Our staff offer a range of health and community/ for advocacy services including free women's health clinics, counselling, massage therapy, information and referral. We also provide a wide range of women's groups and run key events throughout the year .

Blue Mountains Women's Health & Resource Centre has been a leader in supporting women of the Blue Mountains for over 40 years and we are always looking at new ways to improve our services and support women.

The Manager is responsible for working closely with the Management Committee (MC) and providing the operations management and broader strategic direction of the service in accordance with Strategic and Operational Plans. The MC consists of volunteers who bring a range of skills and experience to the organisation. Each month the manager and a staff representative attend Management Committee meetings.

WHY WOMEN'S HEALTH CENTRES?

Women's Health Centres operate from a feminist framework. This means that we recognise the social, economic, environmental, physical, emotional, mental and cultural factors influencing a woman's health and well-being.

Women's Health Centres are not for profit community- based organisations run by women for women, committed to enhancing women's power to decide their own health needs and to take action about them.

We are also pro-choice and target our services to women who are socially and financially disadvantaged, women from a CALD / refugee background, Aboriginal women, women suffering mental illness, or experiencing the impacts of complex trauma from gender- based violence, women who live with disabilities and chronic illness, carers and gender diverse women.

There are 20 Women's Health Centres across NSW: www.whnsw.asn.au

As well as face to face appointments, BMWHRC offers internal and external referrals and a group program and community advocating for women's wellbeing in the local community across a range of issues including family violence.

For more information about Blue Mountains Women's Health and Resource Centre visit www.bmwhrc.org

How To Apply

Cover letter tips

Please include some information about why you're interested in this role as well as relevant experience.

How to apply

Please submit your cover letter and your most recent resume and click on 'apply now'. For more information, please contact Chelsea Farrar on 02 4927 2027 chelseaf@peoplefusion.com.au or Wendy Donovan on 02 4927 2015 wendyd@peoplefusion.com.au

Timeline

COMMENCED	Pre-screening and preliminary interviews by peoplefusion
Wednesday 2 August	Applications close
Wednesday 9 August	Shortlist presented
Friday 11 August	Client panel interviews conducted
Week commencing 14 August	Final selection assessments/references conducted if required
ASAP	Offer negotiated and finalised

Note: these dates are indicative only and can be changed in accordance with the availability of the interview panel and shortlisted candidates.

About peoplefusion

Our expert team live and breathe recruitment and are committed to taking you from credible to incredible.

We provide transparency into roles, we won't send you in blind for interviews, we will give you feedback, and we'll support you after your appointment.

Our services include permanent recruitment, temporary and contract recruitment, executive search, outplacement, talent and retention, and career coaching.

Locked and loaded

We show up as though every day is a Grand Final

We've got this

We do as we say with confidence and integrity

Have the conversation

We speak authentically and never mind read

Grow and glow

We challenge ourselves and have fun doing it

Make it count

We aim for every action to add value

Our specialisations

Executive Search

Accounting & Finance

Legal & Governance

Human Resources & WHS

Marketing & Communications

Information Technology

Engineering & Projects

Supply Chain

Administration & Accounts

Contact Centre & Customer Service

Sales

We know recruitment. Experience peoplefusion.

At peoplefusion we don't just accept diversity and inclusion —we celebrate it! We strive to create an environment of equal opportunity regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, religion or physical ability, and welcome applications from people from all backgrounds. We always welcome individuals to contact us if they require any assistance during the application process when applying for jobs with peoplefusion.

Your Recruitment Specialist

WENDY DONOVAN 15 years experience

Wendy has a wealth of experience providing HR solutions for small to large business across the finance, banking, medical and science, media and manufacturing industries, and successfully grew her own franchise training business.

Wendy's earlier career across medical research and science mean her search and discovery abilities are second to none. This approach has seen her successfully partner with the likes of ARTC, City of Newcastle, HMRI and Newcastle Airport to recruit a range of corporate roles.

Wendy holds an MBA (Marketing & Economics), a Bachelor of Science (First Class Honours), and is an Associate of the RCSA.



CHELSEA FARRAR 11 years experience

Chelsea's experience has been predominantly in upper retail management across a variety of roles, most recently in a National Visual Merchandising role for a well know specialty Australian retailer.

Recruitment has been a key element throughout her career over the last 11 years.

Chelsea is skilled at sourcing, approaching talent, interviewing and finds great satisfaction in creating a positive and memorable recruitment experience for both client and candidate.

She prides herself on keeping all parties informed throughout the process and places a high importance on transparency and integrity.

