



FARE Position Description

Job Title:	Health Programs Director	Location:	Australia-wide
Team:	Health Programs	Position Type:	Full-time
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 8
Reports to:	Chief Executive Officer		
Direct reports:	7		

Primary Job Purpose

The Health Programs Director reports to the Chief Executive Officer and is a member of the Senior Leadership Team. The role is responsible for overseeing health promotion and programs, which includes leading a team and undertaking project management of all national and state-based health program activities. It also involves identifying and securing funding for future health projects that align with FARE's Strategic priorities. This is a strategic role with management responsibility, which will also works across the organisation.

Responsibilities

- Provide strategic advice and engage the CEO, Senior Leadership Team and Board in planning for health promotion and program activities.
- Oversee the organisation's health promotion activities, including FARE's health information across a range of digital channels and programs .
- Oversee FARE's health promotion grants and ensure that they are effectively managed and implemented in line with contractual agreements and key milestones.
- Develop innovative approaches to health promotion to further FARE's strategic objectives.
- Build stakeholder relationships and partnerships to develop and deliver health promotion programs in line with FARE's strategic and operational objectives.
- Oversee the budgeting, financial management and reporting of FARE's health promotion grants and activities.
- Develop and implement strong project management governance and practices .
- Manage the day-to-day activities of the Health Programs team and support and mentor team members working in the team.
- Contribute to the implementation of FARE's Strategic Plan and develop organisational operational plans with the CEO and other members of the Senior Leadership Team.
- Manage and maintain strong stakeholder relationships including with people with lived experience of alcohol harm, external service providers, government agencies and organisations across the not-for-profit sector.
- Adhere to all requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general.
- Perform other duties as directed by the CEO.
- Apply the principles and practices of FARE and adhere to the company's Values and Code of Conduct.

People Management	The position has 7 direct reports.
Budget Management	The position oversees the budget for the health promotion programs of the organisation.

Capabilities			
Qualifications/ Experience	<ul style="list-style-type: none"> • Tertiary qualifications in Public Health, Health Promotion or Project Management. • A minimum of 10 years experience in health program development, management and implementation. • Experience in managing large government grants, including project and budget management of complex projects with multiple stakeholders. 		
Knowledge/ Skills	<ul style="list-style-type: none"> • Knowledge of health programs, health promotion and public health. • Knowledge of project management systems and structures. • Knowledge of government processes and grant management. • Demonstrated high level interpersonal, communication and presentation skills. • Strong relationship building skills. • Demonstrated ability to work with others across teams and at all levels. • Demonstrated ability to set goals and work productively with minimal supervision. • Ability to mentor, develop and motivate staff. 		
Personal Attributes	<ul style="list-style-type: none"> • Ability to work, lead and make decisions under pressure. • Strategic, with strong project management skills. • Demonstrated communication skills, adaptable to the broader stakeholder group. • Demonstrated passion for building a values-based, high performing and effective team environment. • Demonstrated 'can-do' attitude and willingness to actively contribute to developing a culture of excellence, creativity, responsiveness and flexibility. • Demonstrated commitment to continuing professional and personal development. 		
Reviewed By:	Caterina Giorgi	Date:	17/04/2024
Approved By:	Caterina Giorgi	Date:	19/04/2024
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