



POSITION DESCRIPTION AND DUTY STATEMENT

Position:	General Manager
Responsible to:	Board - Healthy Cities Illawarra Inc. and Board - Healthy People Illawarra Inc.
Location:	Wollongong
Hours:	32 hours per week (4 days) or 38 hours per week (5 days)
Staffing:	Staffing levels vary depending on grants and other funding. There are currently 10 staff (6.5 FTE) in the organisation, the majority work part –time
Classification:	Contract – non-award
Rate of Pay:	To be negotiated (Indexed annually according to national wage fixing determinations).

Note:

- Part of the remuneration is eligible for salary sacrifice arrangements.

Financial delegation: The General Manager may authorise expenditure in accordance with an adopted budget or within the budget of a project grant. For capital items that are not within an approved budget and that are over \$3,000 approval must be provided by the Board.

Background:

“**Healthy Cities**” is a global movement which was initiated by the World Health Organisation in 1986. The aim is to improve the health of the population through local actions which improve the conditions of daily life, i.e. the circumstances in which people are born, grow, live, work and age. This approach seeks to develop and harness the resources of local communities to address their social, economic

and environmental determinants of health. Much of the effort is directed to health inequities, because addressing the circumstances of the most disadvantaged will lead to the greatest improvements in the health of the population overall.

Healthy Cities Illawarra operates in the Local Government Areas of Kiama, Shellharbour, Shoalhaven and Wollongong. It was set up in 1987 as one of three, three-year pilot projects, with funding from the Commonwealth Government. It was selected because of the Illawarra's strong industrial base, its mix of urban and rural environments, low socio-economic status and large multicultural population.

Healthy Cities Illawarra was initially a program of the Illawarra Area Health Service. It became an incorporated association in 1990 and has been continually funded by NSW Health and the local health service (currently Illawarra Shoalhaven Local Health District). It supplements this funding with grants and partnerships for specific projects.

In 2008, Healthy People Illawarra Incorporated was set up as the disease prevention partner organisation, adopting a "Healthy Cities approach" to the prevention of specific diseases.

The two organisations work closely together and with local communities to improve health:

Healthy Cities Illawarra Incorporated (HCI) focuses on promoting healthy public policy, healthy environments, healthy urban design, healthy ageing, men's health, community building and community safety and injury prevention.

Healthy People Illawarra Incorporated (HPI) uses the Healthy Cities approach and philosophy to prevent specific diseases by focusing on community nutrition, physical activity, reducing obesity, tobacco control, sexual health and mental health and wellbeing.

Function:

Working closely with the Boards, the position involves the overall leadership and management of all aspects of the two charitable organisations: Healthy Cities Illawarra Inc and Healthy People Illawarra Inc.

The focus of the position is on management, governance, financial management (including income generation), strategic direction, marketing, raising the profile of the organisation, establishing and maintaining strategic alliances, ensuring compliance with legislation and with ensuring that both organisations meet their reporting and performance requirements of different grants and funding organisations.

This includes:

- Day to day management of staff and of all aspects of the organisations.
- All aspects of human resource management, including work health and safety.
- Risk management.

- Consultation, planning and development of strategic objectives and strategic plan.
- Aligning the organisation with strategic objectives.
- Directing the implementation of programs to meet organisational objectives as detailed in the strategic plan.
- Initiation and development of relationships with a wide range of stakeholders leading to the partnerships, sponsorships, donations, development of collaborative community development and health promotion projects that are key aspects of the position.
- Ensuring that HCI/HPI meet their accountability requirements and identify new opportunities for income generation, including sponsorship, partnerships, fundraising and pursuit of grant funding.

Specific Duties:

1. Leadership and Organisational Development

- Working closely with the Boards, lead HCI/HPI towards achieving their vision for improving health and wellbeing for people in the Illawarra Shoalhaven.
- Formulate and undertake strategic planning for each organisation based on community need, current evidence and relevant policies and plans.
- Facilitate the development of health promotion and community development projects to achieve the strategic objectives of HCI/HPI.
- Identify strategic issues and directions for the Boards and recommend appropriate action.

2. Governance

Note: The General Manager is a member of the Boards of each Healthy Cities Illawarra Inc and Healthy People Illawarra Inc and is also Secretary and Public Officer.

- Ensure that business papers, draft policy and procedure documents, agendas, meeting notices and financial reports are prepared and circulated to the Boards in a timely manner for their meetings.
- Ensure that minutes are accurate and that decisions of the Board are acted upon in a timely manner.
- Ensure that the Board and organisations operate within the powers and processes as set out in the Incorporated Associations Act and the constitutions of HCI/HPI respectively and that the timeframes for reporting to members and regulatory bodies are met.
- Coordinate the preparation of the annual report.

3. Relationships with Stakeholders

- Develop relationships with community groups, agencies and private sector organisations that contribute to improving health, to achieve common objectives.
- Identify, initiate and develop strategic relationships with stakeholders capable of progressing the objectives of HCI/HPI.
- Seek donations, sponsorship, collaboration and partnership opportunities.
- Represent HCI/HPI at relevant forums and to government.

4. Marketing, Public Relations and Membership

- Develop plans and implement strategies to create a strong membership base.
- Implement marketing and communication strategies to maintain a strong public profile of HCI/HPI.
- Prepare media releases and conduct media interviews on behalf of HCI/HPI.
- Promote the work of HCI/HPI through the preparation and presentation of talks, conference and seminar papers, when possible.
- Maximise the use of Healthy Illawarra website and social media to enhance the image of both organisations, to promote programs and to extend the reach of health messages and information.

5. Financial and Human Resources

- Be responsible for the budgeting and financial management for the organisations, including budgeting and supervision of the HCI/HPI accountant.
 - Together with the Board, work on strategies to diversify income generation.
 - Provide timely advice and reports to the Board on financial matters.
 - Seek and develop funding opportunities including sponsorships, grants and other in-kind assistance.
 - Manage human resources for the organisation effectively.
 - Ensure compliance with relevant legislation including EEO and WHS.
 - Ensure the organisations meet their contractual and reporting obligations to the various regulatory and funding agencies.
 - Ensure that staff have access to training and learning opportunities to keep abreast of new ideas, policies and to develop skills for program planning and evaluation.
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- Perform other duties consistent with the relevant terms and conditions of employment as may be directed or implied from time to time.