



Position Description

Position Title	Manager, Healthy Communities
Division / Team	Community and Public Health/Healthy Communities
Reports to	Executive Director Community and Public Health
Agreement / Award	In line with qualifications
Classification	In line with qualifications and experience
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	September 2026

About Ballarat Community Health	Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.
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Our Purpose	Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.
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Our Leading Principles	Address health inequity and inequality Improve the health and wellbeing of our community Have impact and be sustainable
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Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement	Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.
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Position Summary	The Healthy Communities Manager provides strategic and operational leadership of the range of BCH's prevention, health promotion and health protection programs. The role is responsible for program delivery, workforce leadership, stakeholder engagement, governance, budget management and reporting. The Manager, Healthy Communities drives inclusive, safe,
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evidence informed and innovative approaches that strengthen the health and wellbeing of our community.

Principal Areas of Responsibility

Strategic Leadership

- Provide leadership and vision for the Healthy Communities team to be flexible and respond to changing environments
- Be abreast of health trends and issues impacting the health and wellbeing of our communities, regularly review program priorities to ensure they are current and meet community needs.
- Identify opportunities for innovation, growth and improvement, aligned with the BCH Strategic Priorities.
- Develop and maintain strategic partnerships with funding bodies, government, health and community services, education, workplace and community organisations.
- Maintain an active involvement with regional projects and participate in local and regional networks relevant to the strategic development of the Healthy Communities team.
- Identify funding opportunities and prepare submissions to advance the work of BCH in prevention, promotion and health protection.

Team Leadership and Management

- Provide supervision, coaching, and workload oversight for direct reports.
- Conduct annual Performance Development Reviews and ongoing feedback discussions.
- Lead recruitment, workforce planning and team development in partnership with People & Culture.
- Where necessary, implement disciplinary, grievance or performance management procedures in consultation with People & Culture and the Executive Manager.
- Ensure staff (and where necessary contractors and volunteers) are working in a safe environment that complies with OH&S requirements and respond promptly to any injury, incident or near miss
- Foster a culture that aligns to BCH values.

Scope

- Be the lead and decision maker for the day to day operations of the programs under this role's purview. Assist the Executive Manager on the wider strategic direction for the relevant programs.
- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
- Continuing education to keep abreast of changes

Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
- Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values
- Work within professional boundaries and relevant scope of practise at all times
- Maintain relevant professional registration
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs

	• Ensure that client and staff confidentiality is respected and upheld at all times • Attend and actively participate in meetings as required • Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values • Participate in performance development plans and supervision • Participate in the organisation's continuous quality improvement programs and activities
Qualification requirements	• Graduate or postgraduate health professional qualifications and/or management qualifications with relevant health/public health related experience • Desirable: Registration as a IUHPE Health Promotion Practitioner (or working towards). • BCH Staff Immunisation requirements in line with the scope of the role
Key Selection Criteria	1. Experience: • At least 5 years experience in a senior role in a health promotion or public health role • A strong track record in delivering prevention and health promotion in a community based environment • A strong understanding of public health and commitment to the social model of health • Demonstrated competence in successfully managing staff and service delivery including operational activities and budgets • Skills and experience in project management, initiating new programs including development, implementation and evaluation 2. Interpersonal Skills: • Ability to effectively collaborate with a range of internal and external stakeholders • Highly developed oral and verbal communication to convey ideas, motivate teams and foster collaboration • Energetic and flexible leadership style and the ability to successfully manage change 3. Written Communication: • Strong written communication and report writing skills 4. Computer Skills: • Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems 5. Organisational Skills: • Ability to prioritise workloads and conflicting tasks and manage deadlines • Proven ability to use initiative to solve problems • High attention to detail 6. Alignment with BCH values: • Ability to align with the BCH values in all areas of work
Conditions of Employment and other relevant information	• The successful applicant will be required to maintain a current driver's licence. • BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation. • The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check. • The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position. • Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.

- BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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