

POSITION DESCRIPTION



Position title:	Evaluation Project Manager
Contract:	0.6 – 0.8 FTE until 30 June 2021
Classification	Level H5
Location:	HealthWest Partnership, Head Office - Footscray / remote as necessary
Reports to (job title):	Prevention Manager

ORGANISATIONAL CONTEXT

HealthWest is one of 28 Primary Care Partnership across Victoria funded through the Department of Health and Human Services. HealthWest covers five local government areas in Melbourne's western suburbs and brings together 54 health care providers, community health organisations and local councils in a voluntary partnership. The partnership is committed to working collaboratively to strengthen the health and wellbeing of local communities through:

- Identifying and responding to specific community needs
- Incorporating social determinants of health into health planning
- Prioritising health literacy and community participation in our work
- Promoting equal access to health information and services
- Collaborative action and advocacy on shared health and community issues.

HealthWest operates under the auspices of Carers Victoria.

Our Vision

All our communities: healthy, vibrant and connected.

Our Mission

Bringing local communities, organisations and councils together to achieve real improvements in health and wellbeing for everyone in Melbourne's west.

Our Values

- Integrity - We work in a respectful, responsible and transparent way that upholds the best interests of all
- Diversity - We welcome and value diversity
- Equity – We commit to fairness and equal rights in all that we do
- Achievement- We work together to achieve positive outcomes and sustainable change
- Leadership – We strive to be empowering, innovative and creative leaders

Position Context - Purpose and Objectives

Since 2019, HealthWest has led work to increase capacity to apply monitoring, evaluation and learning (MEL) to primary prevention work in the west. Phase one included the collaborative development and implementation of an [Evaluation Capacity Health Check Tool](#). This led to the identification of a number of priorities for action in the areas:

- Leadership and culture
- Staff capacity
- Systems and structures
- Collective MEL efforts.

Phase two has included collaborative identification of primary prevention and MEL-related changes in the time of COVID, and identification of strategic directions for MEL capacity building in the 2021-25 planning period.

In line with this regional scoping work to strengthen monitoring, evaluation and learning capacity (in partnership with members of the Western Region Primary Prevention Taskforce), the project manager will:

- Identify and implement key capacity strengthening activities in partnership with members
- Drive ownership of collective MEL capacity strengthening amongst Prevention Taskforce members.

OUTPUT AND ACCOUNTABILITES

Area of responsibility		Key elements (including but not limited to)
1.	Project Planning and Implementation	<ul style="list-style-type: none"> • Maintain overarching responsibility for delivery of the evaluation capacity strengthening objectives and actions • Manage the MEL Community of Practice and arrange for contributions from experts in the MEL field as necessary • Facilitate ownership of project amongst the Western Region Primary Prevention Taskforce organisations • Arrange for the evaluation of capacity strengthening interventions and make recommendations for future action • Identify and report project risks to the steering group and respond as necessary.
2.	Partnership Building and Communication	<ul style="list-style-type: none"> • Build collaborative working partnerships with a range of people in the western region’s primary prevention sector, and people with MEL expertise. • Provide updates to the Western Region Primary Prevention Taskforce • Coordinate the development of MEL capacity strengthening resources for dissemination to a statewide audience.
3.	Inclusive Principles	<ul style="list-style-type: none"> • Develop and implement community participation strategies including recruitment, orientation and support of community participants, as required. • Apply health literacy principles and practices, including the development of information and communications that are accessible for a variety of audiences, including community members. • Maintain practices which are inclusive and responsive to all forms of diversity, including but not limited to cultural and linguistic diversity.
4.	Other Responsibilities	<ul style="list-style-type: none"> • Develop and maintain relationships with HealthWest member organisations, peak bodies and other relevant stakeholders. • Work collaboratively as an effective team member of HealthWest Partnership. • Promote a positive public profile on behalf of HealthWest at all times. • Other duties as requested.
5.	Professional Development	<ul style="list-style-type: none"> • Participate in scheduled supervision. • Attend and participate positively in team and other meetings as required. • Assist in cross-team project activity and working groups. • Undertake relevant training and professional development, including mandatory training.
6.	Occupational Health & Safety, Quality and Continuous Improvement	<ul style="list-style-type: none"> • Comply with requirements of the Occupational Health and Safety Act and all reasonable directives given in relation to health and safety at work. • Provide a positive contribution towards achieving a culturally safe workplace. • Demonstrate commitment to and participate in team quality activities to ensure compliance with Carers Victoria quality accreditation and continuous improvement procedures.

ORGANISATIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • Staff • Volunteers • Students 	<ul style="list-style-type: none"> • Local government • Health care providers • Community health organisations • Member organisations

KEY SELECTION CRITERIA

Parameter	Skills and experience required
Qualifications and other requirements:	Essential: <ul style="list-style-type: none"> • Tertiary qualification in health promotion, evaluation, community development, public health or other relevant formal qualifications, with experience working in a similar role. • Current Drivers Licence. • Current National Police Records Check. • Current Working with Children Check. • Disability Worker Exclusion Scheme Check.
Knowledge, skills and experience:	Essential: <ul style="list-style-type: none"> • Experience in managing health promotion projects, including demonstrated ability to plan, implement, monitor and evaluate within expected timelines • Demonstrated experience in applying monitoring, evaluation and learning to programs • Demonstrated ability to develop and maintain collaborative working relationships with a variety of stakeholders • Demonstrated experience in the design of professional capacity strengthening programs • Excellent interpersonal and communication skills, both written and verbal, which are accessible to a variety of audience including community. • Experience working in partnership with community members, demonstrating good community participation and inclusiveness practice. Desirable: <ul style="list-style-type: none"> • An understanding of the role of Primary Care Partnerships. • Familiarity with the western metropolitan region of Melbourne.
Personal attributes and behaviours:	Essential: <ul style="list-style-type: none"> • Demonstrated consultation, engagement, negotiation and conflict resolution skills. • Ability to work independently and as part of a team. • Demonstrated skills and ability to implement inclusive practice principles when planning and delivering work across diverse communities, including LGBTIQ+ communities, Aboriginal and Torres Strait Islander communities, Culturally and Linguistically Diverse communities. • Ensure workforce interactions with carers are kind, caring and respectful of each person's identity, culture and diversity. • Understanding of Child Safety Legislation and a commitment to child safety practice.

Carers Victoria is an equal opportunity employer and welcomes people from culturally diverse backgrounds, linguistically diverse people, Aboriginal and/or Torres Strait Islander peoples, members of the LGBTIQ+ communities and people with disabilities.

Carers Victoria is committed to maintaining a diverse workforce that reflects the diverse needs of the people we support. We draw pride and strength from our diversity and actively foster an inclusive workplace that celebrates the contribution made by all our people. Carers Victoria is also committed to protecting the best interests and safety of children and vulnerable people.

VERSION CONTROL

Created by:	Acting Executive Officer
Approved by:	Human Resources
Date:	26 November 2020