

# WayAhead Job Recruitment Kit

## WayAhead Workplaces Program Lead

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### Section 1: Job Advertisement

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#### The Opportunity:

Do you have the experience to lead a program that focuses on the wellbeing of the working population and healthy workplaces? Can you steer strategic growth while retaining values of integrity and collaboration?

You will have the opportunity to grow a leading program and influence the discussion around workplace wellbeing in NSW and Queensland. You will support workplaces to develop their skills and knowledge and work alongside an innovative community of practitioners and researchers.

#### About the Role:

The WayAhead Workplaces Program Lead is a role that is strategic in focus and requires substantial sector knowledge and experience. Its key functions are to grow the program through building a larger membership base, increasing the capacity of existing members through resource and knowledge sharing and creating income diversity.

The WayAhead Workplaces program serves its members by bringing organisations together in peer support and providing multiple platforms for access to accurate and up-to-date workplace wellbeing resources.

The role requires an experienced advocate to provide strategic direction and sector leadership. WayAhead Workplaces is a program that reaches across different job sectors and job roles to inspire, engage and share best practice ideas and innovations in workplace wellbeing.

The world of work is changing, and WayAhead Workplaces' mission is to ensure workplace health and wellbeing and positive mental health are an integral part of this change.

## About the Organisation:

At WayAhead ( [wayahead.org.au](http://wayahead.org.au) ), we work every day to educate people throughout New South Wales on mental health and wellbeing and link them to services and resources that improve their mental health.

Our vision is for a society that understands, values and actively supports the best possible mental health and wellbeing.

WayAhead works towards better mental health and wellbeing through several sector leading programs such as WayAhead Workplaces ( [wayaheadworkplaces.org.au](http://wayaheadworkplaces.org.au) ). Our goal at WayAhead Workplaces is to improve the health of Australia's working population.

## About you:

We are seeking a person who embodies the values of integrity, passion and collaboration.

Inherent requirements for this role include a passion for health promotion and workplace wellbeing and the ability to juggle multiple demands and have the adaptability to communicate and collaborate with diverse organisations and stakeholders.

Preferably you will have a degree-level tertiary qualification (or substantial experience) in workplace wellbeing, psychology, health promotion, human resources or workplace health & safety.

You will have the skills and experience to lead strategic development and drive new member engagement, and build reciprocally beneficial partnerships while overseeing the delivery of a high quality service for existing members.

You have the ability to both travel to, and work across, different States and Territories and be comfortable with flexible working, whether from the office, home, hotels or at various member offices for meetings and forums.

## What You'll do:

Below is a summarised snapshot, for a full Position Description, see Section 4.

- Develop a strategic and operational plan to drive the future direction of the WayAhead Workplaces program.
- Identify ways to increase and diversify income streams and develop innovative ways to promote WayAhead Workplaces membership to potential new members.
- Develop themes and agendas and oversee delivery of member's quarterly network meetings in Sydney and Brisbane and lead delivery of the key-note Annual Members Forum in Sydney.
- Represent the views of WayAhead at external networks and be a lead voice for workplace wellbeing at appropriate commissions, advisory boards, committees or reference groups.
- Oversee communications with WayAhead Workplaces members and develop the communications plan to promote WayAhead Workplaces.
- Supervise and support the WayAhead Workplaces Program Officer.
- Evaluate and report on activities of the program to the WayAhead Board, CEO and Corporate Affairs Manager.

## What you'll get:

- A permanent full-time position.
- Competitive salary based on the Social, Community, Home Care & Disability Services Award (SCHADS) - up to Level 6 Pay Point 1 (G5 Y1).
- Option to avail of Salary Packaging.
- Above Award Holiday Leave with extra days gifted for end of year shutdown.
- Flexible working arrangements such as flexible start/finish times and ability to accrue time-in-lieu and working from home
- A workplace wellbeing program including daily personal wellbeing time and regular wellbeing events.
- City-location with modern offices including standing desks, natural light, a small garden, close to light rail and bus stops and cafes and eateries.
- Co-located office space with four other mental health and wellbeing organisations.
- Welcoming and inclusive culture encouraging diversity and equal opportunity.

## What to do next:

Please read the full job description to self-assess your experience and skills for the role and follow the recruitment process guidelines outlined in Section 5 of the Recruitment Kit.

## What we do:

At [WayAhead](#) we work every day to educate people throughout New South Wales on mental health and wellbeing and link them to services and resources that improve their mental health.

Our vision is for a society that understands, values and actively supports the best possible mental health and wellbeing.

## Section 2: About WayAhead

### How we work for better mental health

We work towards better mental health and wellbeing through:

- The co-ordination of mental health promotion activities such as Mental Health Month NSW, WayAhead Workplaces and Perinatal Depression and Anxiety Awareness Week
- Free anxiety support groups throughout NSW



- The provision of mental health information – the WayAhead Directory, mental health factsheets
- Education seminars such as or Understanding Anxiety Forums and Professional Development Workshops – for people living with a mental health condition, the public and health care professionals
- Small Steps workshops for parents and school teachers to raise awareness and improve recognition of anxiety disorders in children.

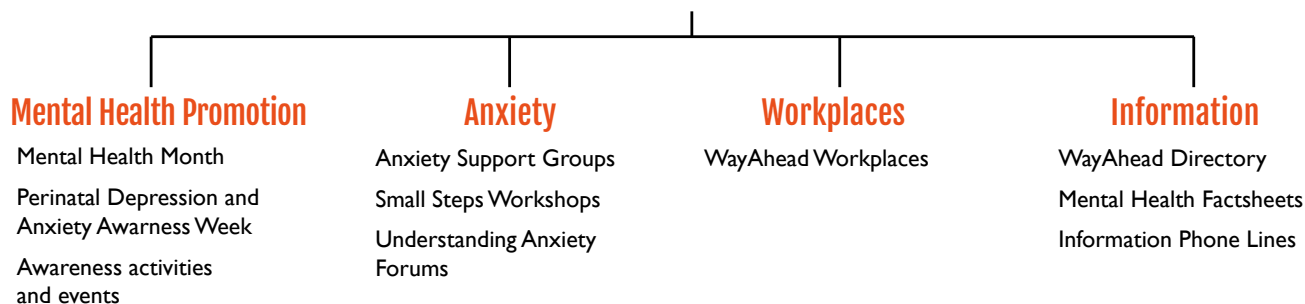
With the support of our board, staff, members, volunteers and students, we strive for a community that embraces and maintains the best possible mental health and wellbeing for all people. We work towards a society free from prejudice and discrimination against people living with mental illness.

### How we do what we do

Our programs are funded by the Ministry of Health, via the Mental Health Commission of New South Wales as well as other agencies, private donations and bequests.

We are a non-government, community-based organisation and registered charity with QIC accreditation. We are a member of the Mental Health Coordinating Council.

## WayAhead Program Structure



### Section 3: About WayAhead Workplaces:

WayAhead Workplaces is a network for any individual or organisation that is interested in supporting employee health and wellbeing within their own workplaces.

Our goal at WayAhead Workplaces is to improve the health of Australia's working population. We do this by resourcing and supporting organisations to create healthy and safe workplaces. While mental health issues are key concerns within Australian workplaces, we aim to cover all aspects of employee health and wellbeing.

*"Our name reflects our aspiration to always be way ahead in workplace health and wellbeing and the words in our by-line reflect how we serve our members: inspire, network, support"*

Sharon Leadbetter, Workplace Health Lead

INSPIRE • NETWORK • SUPPORT

## Section 4: Position Description

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### Role description: (primary objective/brief statement on job)

The role is strategic in focus and the key functions of the role are to promote, grow and lead the WayAhead Workplaces program providing multiple platforms for access to accurate and up-to-date workplace wellbeing resources and building a stronger, larger membership base for knowledge sharing and to support the growth of the program.

### Duties and Responsibilities (list of important functions)

#### Program Management and Delivery

- Develop, in consultation with the CEO and Corporate Affairs Manager, a strategic and operational plan to drive the future direction of the WayAhead Workplaces program and monitor and review progress towards these plans.
- Develop an annual budget and manage the program responsibly to budget guidelines.
- Identify, in collaboration with the Corporate Affairs Manager, ways to increase and diversify WayAhead Workplaces income streams.
- Oversee and support the Program Officer's work developing membership benefits ensuring they reflect value for members and a positive membership benefit.
- Develop creative and entrepreneurial ways to achieve program objectives where budget or staffing resources are limited
- Lead, or oversee, the planning and delivery of quarterly meetings and events across multiple cities and states.
- Lead, or oversee, the planning and delivery of a key-note Annual Members Forum event in Sydney.
- Develop themes, agendas and source speakers for quarterly network meetings in Sydney and Brisbane and the Annual Members Forum ensuring that the themes and learning helps to capture the needs of members and builds their capacity.

#### Engagement and Relationship Building

- Maintain the existing positive relationships with WayAhead Workplaces members and other key stakeholder groups and build upon the strengths of these relationships to improve the program.
- Oversee the coordination and delivery of these quarterly and annual events including the chairing and/or facilitating of meetings and events.
- Oversee the coordination (with Beyond Blue) and hosting of NSW Workplace Mental health network quarterly meetings including chairing meetings.
- Identify opportunities for partnerships with other organisations and opportunities of strategic benefit to WayAhead Workplaces and to WayAhead.



- Represent the views of WayAhead at external meetings, forums or interagency networks and be a lead voice for workplace wellbeing at appropriate commissions, advisory boards, committees or reference groups.

## Communications

- Develop, in collaboration with the WayAhead Workplaces Program Officer and the WayAhead communications team, the WayAhead Workplaces communications plan to promote WayAhead Workplaces and increase membership in line with agreed KPIs.
- Delegate a schedule of work relating to the Communications Plan including management of emails, newsletters, updates, website and social media and other communications.
- Oversee WayAhead Workplaces communications providing clear guidelines and/or final approval for content and messaging and ensuring regular, accurate and engaging content.

## Organisational and Team Leadership

- Build agreed annual workplans and KPIs with supervised staff and monitor progress and provide support through regular 1:1 meetings, half-yearly and yearly team/individual progress reviews.
- Support staff to achieve work goals and grow in their roles through regular work reviews, delegation of stretch tasks, providing a focus on performance development and training and engagement in wellbeing activities and learning.
- Actively plan and facilitate team reflection and review meetings to review service outcomes and learnings and develop continuous service improvement plans.
- Develop and agree, your own and supervised staff, professional and wellbeing goals to support a culture of learning and wellbeing.
- Prioritise personal and team professional learning and keep up to date with developments in the workplace health and wellbeing sector ensuring that WayAhead Workplaces maintains a leading position in sector learning and knowledge sharing.
- Provide expert sector advice and support to WayAhead Human Resources to implement staff well-being initiatives and proactively work with Human Resources to continually review and develop and implement the health and wellbeing strategy for WayAhead as per funding KPIs.

## Administration

- Evaluate and report on activities of the WayAhead Workplaces program and network for WayAhead Board.
- Ensure all funding submissions and reports are submitted to the Corporate Affairs Manager for review and to the Funders as per funding guidelines.
- Records and files are logically maintained and are comprehensive and up-to-date.
- WayAhead's administrative policies and procedures are followed.
- General administration duties are carried out as necessary to support the WayAhead Workplaces program, the WayAhead Workplaces team or WayAhead.

## General responsibilities

- Act in accordance with WayAhead's established policies and procedures.
- Participate in regular team meetings and other meetings of WayAhead.
- Participate as an active member of the WayAhead Work, Health & Safety & Wellbeing Group (WHSWG).
- Promote WayAhead's services and campaigns and the benefits of WayAhead membership and encourage people to be involved in its activities.
- Participate in WayAhead's quarterly review and quality accreditation

## Section 5: Recruitment Process Instructions

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### 1. Your Application:

- Please read the Position Description and apply by email with:
  - your resume and;
  - a covering letter (not more than 2 pages) answering the key criteria;
  - Note: You must submit both a resume and a cover letter.
  - Note: You do not need to limit your response to the key criteria only when explaining what you bring to the role, but you must clearly address these criteria.

### 2. Key Criteria:

- Demonstrated experience as a practitioner in the workplace wellbeing field.
- Degree-level Qualifications (preferable but not essential) in workplace wellbeing, psychology, health promotion, human resources or workplace health & safety.
- Proven ability to think strategically with the capacity to take a wider perspective on issues.
- Experienced communicator in facilitating professional networks, leading meetings and building internal and external relationships.
- Experience in program planning, management and delivery including budget management.
- Highly organised with the ability to manage multiple demands and prioritise diverse stakeholder needs.
- Evidence of learning and up-to-date knowledge in workplace mental health and wellbeing trends, research and developments.
- The ability to both travel to and work across different States and Territories.



### 3. The Process:

- a. Applications to be submitted by email to the HR Administrator using the subject line: **WayAhead Workplaces Program Lead Application**
- b. **Closing date for applications – 1.00pm on 3rd August 2020**
- c. All applications will be acknowledged by email.
- d. Questions and inquiries can be addressed to [HR.Support@wayahead.org.au](mailto:HR.Support@wayahead.org.au)
- e. Selected applicants will be invited to attend an interview. All interviewees will be asked the same set of questions, although the interview panel reserves the right to ask additional clarifying questions if necessary.
- f. The panel will rank eligible applicants in order of preference.
- g. References provided by the selected applicants will be checked.
- h. The panel's decision is based on individual merit, taking into account the resume, covering letter, interview, and referees' comments.
- i. The successful applicant will be offered the position. If they decline, the position will be offered to the next ranked person.
- j. All unsuccessful interviewed applicants will be notified, as soon as possible after the recruitment process is completed.

**WayAhead supports diversity and is an equal opportunity employer.  
WayAhead promotes an informal, welcoming and friendly atmosphere.**



Image taken at the 2019 WayAhead Workplaces Annual Members' Forum