

WayAhead Job Recruitment Kit

WayAhead Workplaces Program Lead

Contents

- | | |
|------------------------------|------|
| 1. Job Advertisement | pg 1 |
| 2. About WayAhead | pg 4 |
| 3. About WayAhead Workplaces | pg 5 |
| 4. Position Description | pg 6 |
| 5. Recruitment Process | pg 8 |

Section 1: Job Advertisement

The Opportunity:

Do you want to work in a program that focuses on wellbeing, healthy workplaces and making a difference? To lead a program that values integrity and collaboration!

You will have the opportunity to grow a leading program and influence the discussion and learning around workplace wellbeing in NSW and Queensland. You will have the chance to support workplaces to develop their skills and knowledge and use your skills to play an active role in this fast-growing sector, working 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 its key functions are to promote, grow and lead the WayAhead Workplaces program by bringing organisations together in peer support and providing multiple platforms for access to accurate and up-to-date workplace wellbeing resources. The role aims to support the growth of the program through building a larger membership base and increasing the capacity of existing members through information, resource and knowledge sharing.

The role requires a passionate advocate for workplace wellbeing to provide strategic direction and sector leadership with the aim of growing the program to support the strategic vision of WayAhead and delivering the mission of WayAhead Workplaces. 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 wants 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), 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). 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, teamwork and collaboration.

Working with an outstanding and supportive team, you will lead strategic development, drive new client engagement, deliver service excellence for members, build reciprocally beneficial partnerships and actively lead the WayAhead Workplaces brand, program delivery and contribution within the workplace wellbeing sector.

Inherent requirements for this role include a passion for the program area, strong relationship building skills and being exceptionally organised in your work as well as the ability to both travel to, and work across, different States and Territories.

You will need to be comfortable with flexibly working, whether from the office, hotels or at various member offices for meetings and forums and have the adaptability to communicate and collaborate with diverse organisations and stakeholders.

What You'll do:

Below is a summarised snapshot of key role activities. For a full Position Description, see Section 4 of the Recruitment Kit.

- Develop, in consultation with the CEO, Senior staff team and Board, a strategic and operational plan to drive the future direction of the WayAhead Workplaces program and regularly monitor and review progress towards these plans.

- Identify ways to increase and diversify income streams and develop innovative ways to promote and market WayAhead Workplaces membership to potential new members.
- Develop themes and agendas and oversee delivery of members quarterly network meetings in Sydney and Brisbane and delivery of the key-note Annual Members Forum in Sydney.
- 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.
- Oversee communications with WayAhead Workplaces members and develop, in collaboration with the communications team, the communications plan to promote Wayahead Workplaces.
- Prioritise professional learning and keep up-to-date with developments in the workplace health and wellbeing.
- Supervise, support and mentor the WayAhead Workplaces Program Officer and program volunteers.
- Evaluate and report on activities of the program to the WayAhead CEO and Board.

What you'll get:

- A permanent full-time position.
- Competitive salary based on the Social, Community, Home Care & Disability Services Award (SCHADS) - Level 6 Pay Point 1 (G5 Y1) - \$86,845 per annum plus super.
- 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.
- A workplace wellbeing program including daily personal wellbeing time and regular wellbeing events in the office.
- City-location with spacious, modern offices including standing desks, lots of natural light, a small garden, close to light rail and bus stops and lots of cafes and eateries.
- Co-located office space with four other mental health and wellbeing organisations.
- Welcoming and Inclusive culture encouraging diversity and equal opportunity.
- Be part of a small dynamic organisation with a passion to increase community awareness and positive discourse of mental health and wellbeing.

What to do next:

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

Section 2: About WayAhead

What we do:

At WayAhead (<https://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.



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.

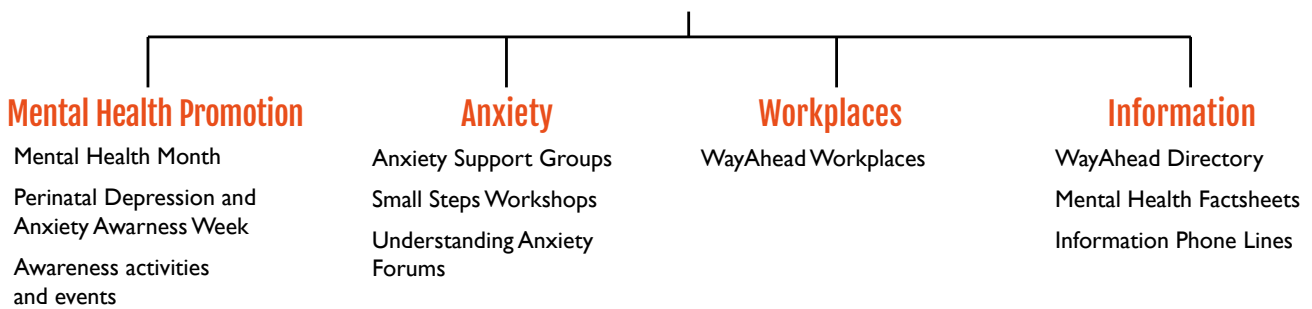
With the support of our board, staff, members, volunteers and students, we strive for a community that embraces and maintains the best possible mental health and wellbeing for all people. We work towards a society free from prejudice and discrimination against people living with mental illness.

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 (wayaheadworkplaces.org.au) is a network for any individual or organisation that is interested in promoting employee health and wellbeing within their own workplaces to connect and learn from each other.

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 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

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 information and 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 Board, a strategic and operational plan to drive the future direction of the WayAhead Workplaces program and regularly monitor and review progress towards these plans.
- Develop an annual budget and manage the program responsibly to budget guidelines liaising with Finance team.
- Identify, in collaboration with the CEO ways to increase and diversify WayAhead Workplaces income streams.
- Develop, with the support of WayAhead Communications, innovative ways to promote and market WayAhead Workplaces membership to potential new members and increase membership in line with agreed KPIs.
- Engage in creative and entrepreneurial ways to achieve program objectives where budget or staffing resources are limited
- Lead and deliver Quarterly meetings and events across multiple Cities and States.
- Lead and deliver a key-note Annual Members Forum event in Sydney.

Engagement and Relationship Building

- Maintain the existing positive relationships with WayAhead Workplaces members and other key stakeholder groups in the mental health and workplace health sectors and build upon the strengths of these relationships to improve the program
- Manage and develop the membership benefits for members ensuring it reflects value for members and presents as a positive membership benefit.
- 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.
- 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.
- 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

- Oversee WayAhead Workplaces communications with WayAhead Workplaces members and contacts including emails, newsletters, website and social media and other communications ensuring regular, accurate and engaging content that meets WayAhead and WayAhead Workplaces guidelines and KPIs.
- Develop, in collaboration with the WA communications team, the WayAhead Workplaces communications plan to promote WayAhead Workplaces.

Organisational and Team Leadership

- Embody the WayAhead Workplaces values of respect, integrity, collaboration and sharing in all relationships and activities and lead through the principles of consumer empowerment and inclusion.
- Prioritise professional learning and keep up to date with developments in the workplace health and wellbeing field ensuring that WayAhead Workplaces maintains its leading position in sector learning and knowledge sharing.
- Supervise, support and mentor the WayAhead Workplaces Program Officer to implement the actions of the program, ensuring that their work is meaningful, they have opportunities to contribute to program activities and their development and work performance is reviewed and supported.
- Oversee the work plans and goals for engagement and support of students/ volunteers ensuring they have meaningful work that contributes to the WayAhead Workplaces program, that they are regularly supported and have relevant learning opportunities.
- Provide expert sector advice and support to Human Resources to implement staff well-being initiatives and development and review of a health and wellbeing strategy for WayAhead as per Funding KPIs.

Administration

- Evaluate and report on activities of the WayAhead Workplaces program and network for the CEO and WayAhead Board.
- Ensure all funding submissions and reports are submitted to the CEO 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

- Applications to be submitted by email to the HR Administrator - HR.Support@wayahead.org.au - using the subject line: **WayAhead Workplaces Program Lead - application via WA website**
- **Closing date for applications – 1.00pm on 24th March 2020**
- All applications will be acknowledged by email.
- Questions and inquiries can be addressed to HR.Support@wayahead.org.au
- Please read the Position Description and apply by email with your resume and a covering letter (not more than 2 pages) explaining the relevance of your skills, knowledge and experience and what you believe you will bring to the role.
- When writing your response keep in mind the selection criteria below, although you do not need to limit your response to these criteria only:
 - Demonstrated experience as a practitioner in the workplace wellbeing sector.
 - Thorough and up-to-date knowledge in workplace mental health and wellbeing trends, research and developments.
 - Proven ability to think strategically with the capacity to take a wider perspective on issues.
 - A skilled communicator experienced in facilitating professional networks, leading meetings and building internal and external relationships.
 - Confidence to take the lead on ideas, make decisions and deliver outcomes.
 - Experience in program planning, management and delivery including budget management.
 - Highly organised with the ability to manage multiple demands and prioritise diverse stakeholder needs.
 - The ability to both travel to and work across different States and Territories.
 - Evidence of professional development and learning to maintain sector knowledge and drive continual improvement.
- **Please note:** Applicants are required to submit a cover letter.

- 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.
- The panel will rank eligible applicants in order of preference.
- References provided by the selected applicants will be checked.
- The panel's decision is based on individual merit, taking into account the written application, interview, and referees' comments.
- The successful applicant will be offered the position. If they decline, the position will be offered to the next ranked person.
- 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