

TITLE	REPORTS TO	LOCATION	CLASSIFICATION
Chief Executive Officer (CEO)	Board of Fremantle Women's Health Centre (FWHC)	Willagee	Health Professionals and Support Services Award 2010 Level 4.3 – 4.4

## ABOUT US

Fremantle Women's Health Centre is a not for profit, community health organisation dedicated to women-centred care that has been providing health and wellbeing services since 1985. Our commitment is to provide a safe and welcoming environment with high quality, professional, affordable and accessible health and wellbeing services to women 16 years or older, who live or work in the Fremantle, East Fremantle, Cockburn, and Melville regions.

Our services are based on a social model of health that acknowledges that health is determined by a broad range of social, environmental, economic and biological factors. It recognises that differences in health status and outcomes are linked to gender, age, socio-economic status, race, ethnicity, sexuality, disability and location.

Our Vision is to promote gender equity and support women's health and well-being and we focus on areas such as Mental Health and Well-being, Women's Sexual and Reproductive Health, Health Impacts of Gendered Violence and Chronic Conditions and Ageing.

**OUR VALUES:** are at the core of everything we do.

### **Integrity**

We are open, honest and accountable and work hard to develop relationships built on mutual trust.

### **Women-Centred**

We are dedicated to providing women-centred care, valuing individual needs and expectations to work with clients as partners in their own wellbeing.

### **Inclusive**

We are inclusive of all women and girls

### **Collaboration**

We work with clients, carers and partners and community to provide high quality health and well being services

## WHAT WE DO

We provide a range of health promotion, prevention and treatment services including medical, nursing, counselling, health education and group activities that are wholly women-centric, and focused on improving women's health and wellbeing.

We offer targeted services for particular groups of women who more at risk of poor health outcomes including: women on low incomes; Aboriginal women; culturally and linguistically diverse women; women who experience domestic and sexual violence; lesbian, bisexual and transgender women; and women with disabilities.

#### **PURPOSE OF THE ROLE**

The CEO oversees all operational aspects of FWHC, including service delivery, financial management, and human resources. Leading a multidisciplinary team, the CEO ensures high-quality services and advocacy to improve women's health outcomes. Reporting to the Board, the CEO drives the strategic direction, financial sustainability, and community impact of FWHC.

#### **KEY RESPONSIBILITIES**

##### **Leadership**

- Champion FWHC's mission, vision, and values within the organization and the community.
- Model ethical and culturally competent leadership.
- Develop and empower the team to meet strategic objectives.
- Establish strategic partnerships to enhance service delivery.
- Support the Board in governance and strategic planning.

##### **Operational Management**

- Monitor and refine service delivery in alignment with strategic goals.
- Stay informed on industry trends in women's health.
- Promote a positive, innovative work culture.
- Oversee human resources, including recruitment, training, performance appraisals, and policy adherence.
- Drive organizational development and continuous improvement initiatives.

##### **Financial Management**

- Implement and maintain financial management strategies, ensuring compliance and sustainability.
- Prepare accurate financial reports for the Board and funding bodies.
- Seek innovative revenue streams, funding, and grants to support growth.

##### **Continuous Improvement, Quality & Risk Management**

- Foster a culture of continuous improvement and quality assurance.
- Identify and mitigate risks affecting service delivery and strategic objectives.
- Ensure transparent reporting on compliance and risks.

### Community & Stakeholder Engagement

- Build relationships with the Women's Community Health Network WA and similar agencies
- Strengthen collaborations with government agencies, NGOs, and community partners.
- Represent FWHC publicly to enhance its visibility and impact.

### KEY OUTCOMES

- Services align with strategic goals, funding, and compliance requirements.
- FWHC's mission, vision, and values are reflected in all activities.
- Strong financial and resource management is maintained.
- Effective internal and external communication channels support governance and operations.
- FWHC is recognized as a leading provider of women's health services.
- Strategic partnerships and opportunities enhance FWHC's growth and impact.

### JOB REQUIREMENTS – SKILLS, KNOWLEDGE, EXPERIENCE

#### Essential:

- Tertiary qualification in a relevant field.
- Minimum of 2 years in a management role.
- Strong interpersonal, advocacy, and networking skills.
- Business acumen with experience managing resources and budgets.
- Understanding of community-based governance models.
- Knowledge of women's health within a social-determinants-of-health framework.
- Commitment to cultural diversity and equitable healthcare.
- Experience in strategic partnerships and grant applications.
- Excellent organizational and time-management skills.
- Experience in health sector management, particularly in women's health.
- Established networks in government and non-government health sectors.

#### Other Requirements

- National Police Clearance
- Current Western Australian Driver's License
- Relevant Qualifications
- Permanent Residency/Australian Citizenship

**Note:** Under the Equal Opportunity Act 1984 – Section 31 (a & b), this role is open to women only.

**CERTIFICATION**

I have received a copy of the position description and understand the requirements of the role.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Apply**

- Send your cover letter and resume to [ceo@fwhc.org.au](mailto:ceo@fwhc.org.au) by 14<sup>th</sup> March 2025
- Any questions, please contact Jenny Carter CEO 0437916757 or Heather Hill Board Chair 0466309682