



POSITION DESCRIPTION

TENDER WRITER

This position description describes the scope and skills required of the TENDER WRITER at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

POSITION: TENDER WRITER

REPORTS TO: General Manager, Community Wellbeing Strategy & Volunteers

LOCATION: Based at Link Health and Community
1 Jacksons Road Mulgrave

ORGANISATIONAL CONTEXT:

Link Health and Community is a multi-sited community health service, providing a comprehensive range of health and community services primarily to residents of the City of Monash and surrounding communities.

The Link HC Vision is: Healthier people participating in their communities

Underpinning principles in achieving this vision are that Link HC:

Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services and plans and delivers our services accordingly

Recognises that client, community and staff engagement in all aspects of our activities is essential for effective governance

Strives to provide quality services, in a professional, timely manner, to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired who use sign language as their primary mode of communication.

Link HC is committed to partnering with other organisations to offer integrated health and well-being services that are consistent with state-wide health needs and social priorities.

Link HC actively places the individual at the centre of their care so they can take part in their community. This is done by providing information and skills to help consumers make their own decisions and formulate their own goals; helping them to stay motivated, foster independence, health and wellbeing.

The Link HC Guiding Values are:

We **care** for our community and for the people who use our services

We **listen** to people who need our services and we advocate for our community

We provide **accessible**, innovative, and high quality services and programs

We **partner** with other organisations to ensure the development and delivery of better services

POSITION OBJECTIVE

The principal objective of this position is to work as a resource for all departments in the preparation of funding submissions from philanthropic trusts, foundations, the private sector as well as government funding submissions and tenders. The role will ensure centralisation and coordination of funding submissions. It will also take stewardship of submissions and accompanying correspondence and relationship management with funders. This will ensure all funding requirements are met in a timely, systematic and professional manner.

DUTIES AND RESPONSIBILITIES

The position holder will provide quality services in line with the organisational strategic plan, program aims, funding guidelines and the vision and values of Link HC. The services provided include, but are not limited to:

1.0 Service Delivery

The position holder will support the provision of funding advice and submission writing skills. These services will be in line with program aims, funding guidelines, service agreements, and the vision and values of Link HC.

Primary services provided include but will not be limited to: -

- 1.1 Identification of relevant funding opportunities
- 1.2 Provide coordination and guidance on the development of funding strategies for new and existing programs
- 1.3 Organise pre-tender meetings with relevant staff to ensure model development, deliverables and evaluation tasks are clear, agreed and achievable.
- 1.4 Coordinate, maintain and track all work contributing to tender development and ensure timelines fit tender lodgement.
- 1.5 Preparation of funding submissions and tenders.
- 1.6 Take responsibility for ensuring tenders and submissions are lodged in a timely manner meeting submission criteria.
- 1.7 Work in collaboration with relevant management and teams to identify and develop new funding streams

- 1.8 Work collaboratively with external established stakeholders as well as developing partnerships and relationships with potential funders and/or businesses/organisations
- 1.9 Support managers/teams to develop appropriate project plans and budgets
- 1.10 Contribute to organisational knowledge relating to new areas of funding

2.0 Administration

- 2.1 Ensure up to date records according to quality standards and contribute to ensuring safe custody and confidentiality of all records whether in hard copy or electronic format.
- 2.2 Prepare and maintain appropriate statistical data, reports and analysis activities as required
- 2.3 Supervise students and volunteers as required, or as appropriate
- 2.4 Communicate with General Manager, Community Wellbeing Strategy & Volunteers in respect to role responsibilities and professional expertise in order to assist with program development
- 2.5 Work collaboratively with service providers in Link HC teams and in the broader service system to ensure that Link HC provides integrated services
- 2.6 Participate in identifying professional development and training needs and attend professional development activities as required

3.0 Health Promotion

- 3.1 Contribute to Link Health and Community health promotion activities and participate if required in developing relevant programs and projects in line with Link HC's Health Promotion Plan.
- 3.2 Work collaboratively with other disciplines in developing a comprehensive multi-disciplinary health promotion approach to the local community as required.

4.0 Quality Improvement and Professional Development

- 4.1 Support the organisational culture, which promotes continuous service improvement and innovation.
- 4.2 Contribute to the QIP Accreditation Process, including identifying, developing, implementing and evaluating quality improvement activities.
- 4.3 Participate in identifying professional development and training needs and attend professional development activities as required.
- 4.4 Assist the Human Resources Manager in developing policies and procedures for Link HC human resources practice as appropriate.

5.0 Occupational Health & Safety (OHS)

- 5.1 Actively support a range of activities in accordance with Occupational Health & Safety legislation obligations and in line with the Link HC Risk Management Program.
- 5.2 Support and participate in the Link HC OH&S Risk Management Plan and implement the plan (where appropriate) at discipline/organisation level.
- 5.3 Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment.
- 5.4 Report injuries in the Site Register.

5.5 In the event of a workplace injury occurring, cooperate fully with the nominated Return to Work Coordinator, treating medical practitioners and health professionals to facilitate an early return to work and access to an appropriate rehabilitation program.

6.0 Equal Employment Opportunity.

6.1 The position holder is required to observe and practice the principles and obligations of Equal Employment Opportunity, which include:

- A workplace which is free from harassment;
- Ensuring that activities and practices prevent and eliminate unlawful discrimination
- Promote merit and equity in the workplace.

6.2 will contribute to the successful management of diversity in the workplace.

6.3 will, if and when required, co-operate with any relevant enquiry into complaints and attend supervision and performance management meetings.

7.0 Community Engagement and Consumer Participation

Link HC values collaboration with consumers and community members to improve the way our services are developed, planned and delivered. We are committed to community engagement and consumer participation and as such support ways in which the community's health can be optimized and its strengths are recognized and built upon by encouraging all staff to:

- Support and contribute to the goals and objectives of the Community Engagement and Consumer Participation Policy.
- Actively participate in recruiting consumers, carers, and the community to participate in all aspects of the organization.
- Promote awareness that Link HC encourages consumer, carer, and community participation at all levels of the organisation.

Work collaboratively with other staff, the community and consumers to plan, implement and evaluate services, projects and programs

8.0 Organisation Policies & Procedures

8.1 Maintain currency of knowledge and practice with Link HC specific Regulations, Policies and Procedures as applicable to the position and as amended from time to time.

REPORTING RELATIONSHIPS

This position is accountable to the General Manager, Community Wellbeing Strategy & Volunteers

Performance Review:

Criteria:

Participation in regular performance appraisal based on a documented individual performance plan with stated performance indicators including output targets is expected. The performance plan and outputs will be negotiated in accordance with a regular cycle of review.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- At least 3-4 years' experience in funding submission development and a proven track record in successfully generating funding.
- Excellent verbal and written communication along with sound interpersonal skills; with an ability to communicate sensitively and respectfully with all relevant stakeholders.
- Well-developed understanding of funder motivation and behaviour.
- Excellent time management and organisation skills.
- Level of competency with Microsoft suite software, strong organisational ability and a sharp attention to detail.
- Demonstrated track-record of sound budget development and project planning.
- Self-directed ability to work with minimal supervision and as part of a broader team of staff and volunteers

Desirable

- Sound knowledge and awareness of community health principles and relevant health service systems, and an understanding of a wide range of community health services, understanding of the needs, issues, and sensitivities of people from culturally and linguistically different backgrounds (CALD).
- An understanding of principles of confidentiality, and rights and responsibilities of consumers/clients within a community health context as part of the Privacy Act.
- Current Victorian drivers licence.

KEY RESULT AREAS

- KRA 1** Assist in identifying activities and strategic projects across the organisation and match them to funding opportunities
- KRA 2** Create and maintain a calendar of current funding round deadlines and activities
- KRA 3** Conduct research and prepare profiles on key funders and funding opportunities.
- KRA 4** Work with relevant managers and teams to develop, prepare and submit funding submission.
- KRA 5** Maintain, create and compile supplementary materials (such as financial reports, required legal documents, relevant news articles, etc.) as needed for proposals/reports
- KRA 6** Maintain a register of all funding applications submitted and subsequent outcomes
- KRA 7** Contribute to and support Link HC's business development strategy and activities.

SERVICE VALUES

The values of Link HC will be demonstrated by:

Caring for our community and for the people who use our services

Listening to people who need our services and who we advocate for our community

Providing **accessible**, innovative, and high quality services and programs

Partnering with other organisations to ensure the development and delivery of better services.

Approved:

Carmel Fox
General Manager, Community Wellbeing Strategy & Volunteers
Link Health and Community

I acknowledge and agree that the above position description is an accurate reflection of the

TENDER WRITER

Signed:
Employee

Name:

Date: