Intervention Lead;  
*My health for life!*

- An exciting new health prevention program
- Experienced health team
- Friendly and supportive workplace
- 2 Year Fixed Term Contract

The *My health for life!* Program is a brand new program and is the most significant investment in health prevention seen in Queensland in many years. This is an outstanding opportunity to support the work of *My Health for Life!* which will support a minimum of 10,000 Queenslanders who have been assessed as being at ‘high risk’ of developing preventable chronic diseases to make healthy lifestyle changes through access to evidence-based telephone health coaching, group based lifestyle modification programs and online support.

The *My Health for Life!* Program is an alliance lead by Diabetes Queensland including National Stroke Foundation, Heart Foundation, Queensland Aboriginal & Islander Health Council (QAIHC), Ethnic Community Council of Queensland (ECCQ) and supported by Ernst & Young (EY) and Queensland University of Technology (QUT).

If you love being challenged and are seeking a personally fulfilling role in an organisation that makes a difference to the lives of others, then this is the job for you.

**The roles and responsibilities for this position include:**
The Intervention Lead is responsible for the design, development, implementation and evaluation of the *My health for life* program, specifically the evidence-based telephone health coaching and group based lifestyle modification programs and additional online supports.

The Intervention Lead is responsible for a team of project coordinators and health professionals and be accountable for end-to-end project management by implementing, monitoring and controlling milestones, budget, scope and deliverables.

**The successful candidate will:**
- Drive the design, development, implementation and evaluation requirements in the areas of: group based programs, telephone coaching programs, online program, culturally tailored programs and workplace programs.
- Work collaboratively with other relevant stakeholders to ensure best-practice public health expertise is incorporated into the planning and implementation of the *My health for life* program.
- Manage and monitor budget to ensure deliverables are achieved within the scope of the program.
- Manage and lead a team to ensure successful outcomes that includes adherence to Diabetes Queensland policies and procedures, application of relevant organisational Human Resource Management, Risk Management and Workplace Health & Safety frameworks.

**Additional Information:**
Please see below for a copy of the Position Description outlining the Key Selection Criteria sought for this role. If you have any question relating to this role, please phone People & Culture on 07 3506 0905.

To apply please send your resume, together with your statement addressing the Key Selection Criteria to careers@diabetesqld.org.au

**Applications close: COB Friday 22 September 2017**

**Position Description**
Position Title: Intervention Lead; My health for life

Location: Milton Queensland

Work Unit: My health for life Program

Employment Status: 2 Year Full-Time Fixed-Term Contract

Position Reports To: Program Director; My health for life

Positions Responsible For:
- Design & Development Coordinator (0.9 FTE)
- Training Coordinator (1 FTE)
- Telephone Coaching Coordinator (1 FTE)
- Telephone Coach (3 FTE)

Date of Approval: September 2017

About the Organisation and Program

Diabetes Queensland is an organisation dedicated to improving the lives of people with, or at risk of, diabetes. Funding for the organisation is through membership subscriptions and donations, grant funding as Queensland Agent for National Diabetes Services Scheme, Queensland Government and other stakeholders and through sponsors and fundraising.

As a not-for-profit organisation, we strive to attract committed and hardworking employees who support a community-minded approach to implementing key activities. We are proud that our staff share this philosophy and are committed to contributing a number of volunteer days across the calendar year to deliver the organisation's mission and key goals.

My health for life Program is an alliance lead by Diabetes Queensland including National Stroke Foundation, Heart Foundation, Queensland Aboriginal & Islander Health Council (QAIHC), Ethnic community Council of Queensland (ECCQ) and supported by Ernst & Young (EY) and Queensland University of Technology (QUT).

Chronic disease in Queensland continues to have a significant impact on individuals and the broader health system. Many of these chronic diseases are largely preventable, and reducing the prevalence of modifiable risk factors in the community has the potential to deliver significant health improvements.

Diabetes Queensland will lead a state-wide prevention program My health for life which will support a minimum of 10,000 Queenslanders who have been assessed as being at high risk of developing preventable chronic diseases to make healthy lifestyle changes through access to evidence-based telephone health coaching, group based lifestyle modification programs and online support.

About the Role

The Intervention Lead is responsible for the design, development, implementation and evaluation of the My health for life program, specifically the evidence-based telephone health coaching and group based lifestyle modification programs and additional online supports.

The Intervention Lead is responsible for a team of project coordinators and health professionals and be accountable for end-to-end project management by implementing, monitoring and controlling milestones, budget, scope and deliverables.

The Intervention Lead is responsible for working in collaboration with other My health for life stream leads to ensure that the program is developed in line with the requirements of the overarching My health for life program and budget requirements.
The role is responsible for ensuring the continuous quality improvement of the intervention stream, and will be required to actively seek opportunities for new program development and innovations.

**Duties & Responsibilities:**

Key duties & responsibilities include:

- Drive the design, development, implementation and evaluation requirements in the areas of: group based programs, telephone coaching programs, online program, culturally tailored programs and workplace programs.
- Work collaboratively with other relevant stakeholders to ensure best-practice public health expertise is incorporated into the planning and implementation of the My health for life program.
- Identify and communicate areas for continuous improvement and innovation.
- Representation of Diabetes Queensland at a key stakeholder forums and events.
- Manage and monitor budget to ensure deliverables are achieved within the scope of the program.
- Manage and lead a team to ensure successful outcomes that includes adherence to Diabetes Queensland policies and procedures, application of relevant organisational Human Resource Management, Risk Management and Workplace Health & Safety frameworks.
- Other duties as requested by the Program Director within the scope of the position.

*Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. Diabetes Queensland can direct you to carry out duties, which it considers are within your level of skill, competence and training.*

**Key Internal Relationships**

- Program Director
- Program Management Office
- Other My health for life stream leads and strategic advisors

**Key External Relationships**

- Preventative Health Branch, Queensland Health

**Key Selection Criteria**

**Essential:**

1. Qualification/s in health promotion, public health, health or social sciences or related discipline.
2. Highly developed program management skills including planning, evaluation, budgeting and managing large-scale public health projects in a timely manner.
3. Demonstrated ability to apply principles of continuous improvement and innovation to advance program outcomes.
4. Demonstrated leadership skills that focusses on team empowerment and delivery of both individual, team and organisational outcomes.
5. Experience in working effectively with various sectors including: government, private, research, academic, professional and non-government sectors.
6. Demonstrated skills, experience in developing and maintaining strong, and trusting relationships with people in the community and service delivery stakeholders.

**Desirable:**

1. Post-graduate qualifications highly desirable.
2. Experience working with people from a range of cultural backgrounds.
3. Experience with delivery of group and/or telephone based program delivery.
Additional Information

Diabetes Queensland is an equal employment opportunity employer and encourages a culturally diverse workplace, with people from Aboriginal and Torres Strait Island and culturally and linguistically diverse backgrounds.

The incumbent to the position will be required to:
- Occasionally work non-standard hours
- Occasionally travel intra and interstate.

It is expected that the incumbent of the position will give full commitment, support and actively participate in achieving the strategic directions of Diabetes Queensland as the organisation and staff adapt to a new and dynamic operating environment. This includes the flexibility to accept changes and additions to specified duties which will evolve as a result.