

POSITION DESCRIPTION

Position Title	Health Promotion Officer
Program Area	Health Promotion Team
Reports to	Social Impact Coordinator

POSITION SUMMARY

The Health Promotion Officer position forms part of the Health Promotion Team at Connect Health & Community. The Health Promotion Team is responsible for development and delivery of the organisation's prevention and health promotion action plan.

This role is responsible for planning, implementing and evaluating strategies to promote health and wellbeing outcomes and to advance equity in the cities of Bayside and Glen Eira and surrounding areas, in partnership with local agencies.

ROLE OBJECTIVE

The objective of this role is to lead, plan, implement and evaluate health promotion strategies to achieve Connect Health & Community's prevention and health promotion action plan. Reporting to the Social Impact Coordinator, and collaboratively working with other members of the team, the Health Promotion Officer will:

- Lead and strategically plan and deliver dynamic community initiatives to improve health and wellbeing outcomes within our local community in partnership with local agencies.
- Contribute to the achievement of the Connect Health & Community prevention and health promotion action plan, including evaluation reporting requirements and future planning.

UNIVERSAL RESPONSIBILITIES OF ALL EMPLOYEES

- Promote activities and programs in accordance with Connect Health & Community's Vision and Purpose
- Model and promote Connect Health & Community Values in the workplace
- Adhere to Connect Health & Community's Code of Conduct, ensuring professional conduct and confidentiality is maintained at all times, Equal Opportunity principles are followed at all times and safe work practices and procedures are undertaken and promoted in accordance with Connect Health & Community Policy
- Comply with all legislative requirements relevant to the position as well as policies, procedures, systems and processes of Connect Health & Community and other external stakeholders

Connect Health & Community are committed to the safety and wellbeing of children and young people. Intellectual Property remains the sole property of Connect Health & Community, unless otherwise authorised and confirmed in writing.

INTERNAL AND EXTERNAL RELATIONSHIPS

The Health Promotion Officer is expected to develop and maintain effective communication networks and working relationships both internally and with key external stakeholders.

Internal working relationships include (but are not limited to):

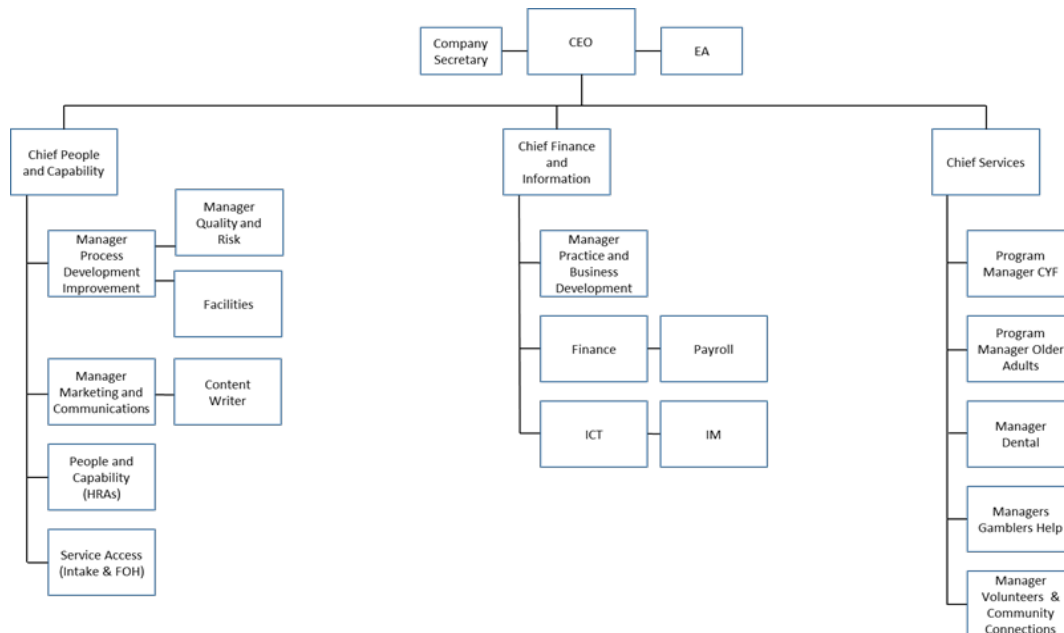
- Board of Directors
- Executive Leadership Team
- Chief of Services
- Connect Health & Community Workforce (including volunteers and student placements)

Connect Health & Community recruitment and selection procedures reflect our commitment to the safety and wellbeing of all our clients and being an inclusive and diverse workplace.

External working relationships include (but are not limited to):

- Government agencies
- Funders and peak bodies
- Project partners
- Clients, carers and the community
- Local councils, community services and centres, community groups and other local organisations

ORGANISATIONAL CHART



POSITION SPECIFIC RESPONSIBILITIES

1. Lead planning, implementation and evaluation of prevention and health promotion initiatives to achieve Connect Health & Community’s prevention and health promotion action plan. This includes evaluation planning, data collection and synthesis and writing project reports to meet internal and external reporting requirements.
2. Identify systemic issues and concerns that impact the health and wellbeing of the community and strategies to address and mitigate these concerns, including identifying new opportunities and developing proposals to advance outcomes of the action plan
3. Participate in community working groups and manage dynamic partnerships, including negotiating and leveraging opportunities to advance community health and wellbeing outcomes
4. Design, coordinate and implement communication strategies for various prevention and health promotion projects
5. Be a health promotion champion within the organization and participate in staff and team meetings. Contribute to activities, discussions and proposed policies and procedures and the quality of health promotion delivered
6. Practice the principles of health promotion and advance the level of community involvement in planning, implementing and evaluating health promotion strategies
7. Effectively manage multiple tasks simultaneously, work collaboratively to maximise efficiencies and effectiveness and be transparent and open in communication
8. Support the achievement of organisational goals and change processes
9. Complete ongoing professional development as agreed with the Social Impact Coordinator
10. Undertake other duties as required and negotiated with the Social Impact Coordinator

GENERAL RESPONSIBILITIES

1. Commit to the transition of Connect Health & Community towards a contestable market environment where funding for service provision will be changeable and evolving

2. Meet performance expectations and mitigate the risk that under performance will have to contract obligations and stakeholder expectations
3. Promote activities and programs in accordance with Connect Health & Community's strategic plan
4. Contribute to team activities that are in line with the prevention and health promotion action plan and participate in training as required
5. Participate in working towards continual quality improvement within the business
6. Promote awareness to the community that Connect Health & Community encourages consumer, carer and community participation at all levels of the organisation
7. Participate in staff meetings and other organised activities such as quality improvement programs
8. Undertake other duties as directed

KEY SELECTION CRITERIA

The Health Promotion Officer position requires an individual who can think laterally and is capable of developing effective relationships with stakeholders. The role demands a highly motivated individual committed to prevention and prevention and health promotion in our community, who shows initiative, the ability to problem solve and the capacity to respond flexibly to unexpected demands.

Key Skills, Competencies and Personal Attributes

- Demonstrated experience and knowledge of contemporary health promotion theory and how this is applied in practice
- Sound understanding of national, state and local health and wellbeing policy contexts and line-of-sight to local projects and initiatives
- Demonstrated skills and experience in health promotion planning, implementation and evaluation
- Demonstrated skills and experience in project management including decision making, overcoming barriers, leveraging opportunities and leading projects from start to finish
- Well-developed interpersonal and communication skills with the ability to build effective relationships with people from diverse backgrounds including internal and external stakeholders and community members
- Highly developed written communication skills, including the ability to write reports, submissions and funding applications
- Demonstrated ability to work autonomously and collaboratively as part of a team
- Well-developed computer knowledge and skills including Microsoft Office suite

Desirable Skills and Competencies

- Knowledge and understanding of community health programs and services
- Experience in identifying and sourcing funding opportunities
- Experience in gaining public awareness your work

Mandatory requirements:

- Current Victorian Driver's Licence
- Current Police and Working with Children Checks
- Must be a permanent Australian resident or hold a current, valid working visa.

Qualifications and experience:

- Tertiary qualifications in a relevant discipline such as health promotion, public health or a related field
- Minimum of 5 years' experience working in health promotion

Assessment

Within the context of the role described above, the Health Promotion Officer will be someone who has the following key capabilities:

- **Supports strategic direction**
Proven high level ability to analyse situations and propose creative solutions to meet the needs of target populations.
- **Achieves results**
Demonstrated ability to co-design and deliver high quality outcomes with target populations. Demonstrated ability to prepare effective and tailored materials for communications and marketing projects and to monitor and evaluate their implementation.
- **Supports productive working relationships**
Demonstrated high level communication, both written and oral, and consultation and negotiation skills with proven ability to liaise with senior executives and staff within the organisation.
- **Displays personal drive and integrity**
Proven ability to act independently to meet project goals within identified deadlines and budgets.
- **Communicates with influence**
Knowledge of contemporary communications and marketing best practice, and experience in implementing communications and marketing strategies in practical situations.

PERFORMANCE APPRAISAL

A professional review shall be conducted 6 months after commencement of appointment and 6 months thereafter with Social Impact Coordinator.

Conditions of Employment	
Remuneration:	The employee will be paid in accordance with the Community Health Centre Social & Community Services Employees Multi Enterprise Agreement 2017 – 2020 (SACS EBA). Salary Packaging is available in accordance with prevailing legislation and Connect Health & Community Policy.
Tenure	Fixed Term to 30 th June 2023
Location:	Primary Location is 2a Gardeners Rd, East Bentleigh. Staff may be required to work at Connect Health & Community (or partner) site.
Hours of Duty/Flexibility	<ul style="list-style-type: none"> ◆ This position is part time at 0.6 FTE. ◆ It is intended that the program and/or service coverage is provided across the span of Connect Health & Community operating times, however, staff maybe required to work outside of business hours as requested. ◆ It is also our intention to offer staff flexibility in relation to hours and days of work.
Probationary Period:	Confirmation of new employees to Connect Health & Community is subject to a 6 months probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Tasks and Accountabilities.
Pre-employment Checks	<ul style="list-style-type: none"> ◆ Employment is contingent upon a satisfactory Police Check, Working with Children Check, Disability Worker Exclusion Scheme and NDIS Code of Conduct, as required. ◆ All employees must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment.

	◆ Relevant prior service must be disclosed
On-going employment Checks	It is the responsibility of staff to maintain and keep up to date all mandatory Checks, related to their position at their own cost.
Pre-Existing Injury/Illness:	Applicants are required to sign a Pre-Employment Declaration Form.
Organisational, program and personal KPI's	Annual organisational, program and personal KPI's will be established and will be incorporated in individual performance plans.
General:	<ul style="list-style-type: none"> ◆ Management, in consultation with the staff member, reserves the right to modify this position description as required. ◆ Connect Health & Community requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000
Approval Date:	20/11/20
Revised Date:	November 2020
Written By:	Social Impact Coordinator
Authorised:	CEO
Acknowledgement:	
Employee Declaration:	I have read, understand and acknowledge the contents of this position description.
Employee Name:	
Employee Signature:	
Date:	

ORGANISATIONAL INFORMATION

Connect Health & Community is a registered Company Limited by Guarantee operating in a quality, accredited, not-for-profit environment and governed by a Board of Directors.

Connect Health & Community incorporate key service delivery and community programs for Community Health, Commonwealth Home Support Program, Dental, Gambler's Help Southern (GHS) and Volunteers and Community Connections.

Connect Health & Community employ approximately 160 staff with an operating budget of approximately \$14.7M. Connect Health & Community has approximately 200 dedicated volunteers who assist our organisation and community. The organisation's strategic directions and organisational values are supported by our staff and volunteers and defined by behaviours, skills and attitudes.

Connect Health & Community is guided by the principles of the social model of health; holistic service provision; continuous quality improvement; community and consumer participation and the diverse social aspects of our community.

VISION

Healthy People, Healthy Communities

PURPOSE

Assisting you in meeting your health and wellbeing goals.

VALUES**Respect**

- Treating others fairly and objectively
- Value the central role of family and community
- Freedom from discrimination, harassment and bullying

Responsiveness

- Meet the needs of our diverse community by providing services that are accessible and innovative, timely, cost effective, appropriate and of a high standard.
- Build an adaptive workforce to respond to changing community needs.
- Minimise barriers for people, especially vulnerable communities.

Accountability

- Accepting responsibility for decisions and actions
- Best service value with public funds
- Providing services professionally and to the highest ethical standards
- Acting in a transparent manner

Collaboration

- Working with people and communities to deliver quality, accessible integrated service
- Actively involve the community to achieve people-centred service
- Joint communication and decision making treating all clients, staff and the community with care, dignity and understanding
- Provide a supportive and safe work environment for all voluntary and paid staff

Responsiveness

- Meet the needs of our diverse community by providing services that are accessible and innovative.