# Sexual and Reproductive Health and Wellbeing Project Officer or Coordinator

**POSITION NO** 0061249

**CLASSIFICATION** UOM 5 or 6 (dependant on experience and qualifications)

**SALARY**
- UOM 5: $79,961 - $91,844 p.a. (pro rata for part time)
- UOM 6: $92,749 - $100,397 p.a. (pro rata for part time)

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Part-time or Full-time dependant on classification level (0.6 – 1.0 FTE)

**BASIS OF EMPLOYMENT** Fixed term until June 30, 2025

**OTHER BENEFITS** [https://about.unimelb.edu.au/careers/staff-benefits](https://about.unimelb.edu.au/careers/staff-benefits)

**LOCATION** Bendigo, Shepparton or Wangaratta

**TEAM** Centre for Excellence in Rural Sexual Health

**CONTACT FOR ENQUIRIES ONLY**
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*Please do not send your application to these contacts*

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For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers)
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The University of Melbourne, Department of Rural Health established a Centre for Excellence in Rural Sexual Health (CERSH) in 2009. This Centre is funded by the Victorian Department of Health until June 2027, with an aim to improve access to, and delivery of sexual health services in rural Victoria.

The position of Sexual and Reproductive Health and Wellbeing Project Officer or Coordinator, reporting to the Senior Health Promotion Manager, oversees one or more workstream portfolios, with varying complexities, leading the development, implementation and evaluation of sexual and reproductive health and wellbeing projects and initiatives in accordance with the strategic directions of CERSH. To ensure success, the position will work closely with the relevant communities, stakeholders and workforces in rural Victoria both internally and externally to the university.

The Sexual and Reproductive Health and Wellbeing Officer or Coordinator is expected to maintain a high level of awareness of wider University policies and procedures, relevant to the area of responsibility and respond to these accordingly.

The position will be based in Wangaratta. The position will also involve extensive travel throughout regional Victoria, occasional work outside normal business hours and also require attendance at meetings in metropolitan Melbourne from time to time.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability
1. **Key Responsibilities**

The Sexual and Reproductive Health and Wellbeing Officer or Coordinator has key responsibilities in the planning, promotion, implementation and reporting of collaborative workforce capacity building activities. The workforce capacity building strategies include strengthening community action across the Victorian Department of Health Loddon Mallee and Hume Regions.

Under the direction of the Senior Health Promotion Manager, the Project Officer or Coordinator will ensure the health promotion resources of CERSH are appropriately used for developing and delivering evidence-informed workforce capacity building, health promotion and prevention through:

1.1 **PROJECT COORDINATION**

- Plan, implement, evaluate and report sexual and reproductive health and wellbeing initiatives for priority population groups, in partnership with relevant communities, networks and agencies.
- Identify initial priority locations and settings though consultation, mapping, needs analysis
- Promote the project through CERSH mediums (Network meetings, E newsletter, formal/informal partnerships etc)
- Development and administration of an external and internal communications plan and an internal monitoring plan
- Determine a suite of actions for each setting e.g. Condom Vending Machines, condom dispensers, SHOUT posters or other messages, communication mechanisms, capacity building of key stakeholders, policy context.
- Administer, monitor and document the suite of actions in each location
- Identify opportunities for: policy development (e.g. LGAs; alignment with other local health and wellbeing initiatives such as Drs in Schools, AOD and mental health); alignment with key stakeholder priorities and structures (e.g. youth service provider networks).
- Contribute to resource development to support project initiatives
- Documentation of processes and outcomes; local context, enablers and barriers, future opportunities.

1.2 **BUILDING WORKFORCE ENGAGEMENT AND CAPACITY FOR SEXUAL HEALTH PROMOTION**

- Assess and build interest and viability to enhance rural workforce engagement and capacity for sexual and reproductive health promotion. (e.g. existing working group, existing local sexual health initiatives, identified auspice agency, etc.)
- Contribute to building organisational and network structures, systems and policies to undertake effective and innovative sexual health promotion and prevention.
- Contribute to systematic and coordinated health promotion and prevention effort to maximise benefits and utilisation of resources.
- Contribute to workforce capacity building, professional development opportunities, leadership opportunities and inclusive practices at the individual and agency level.
1.3 KNOWLEDGE BUILDING AND DISSEMINATION

- Actively contribute to knowledge generation including reports and publications, meetings and forums, strategic thinking and action.
- Utilise opportunities to adapt, expand, distribute and promote relevant sexual and reproductive health related resources to rural communities.

1.4 LEADERSHIP AND CO-ORDINATION

- Contribute to bringing agencies, organisations and service systems to work together to improve sexual health through participation in local networks and collaborative planning and evaluation.
- Contribute to opportunities to collaborate with individuals, communities and organisations to advocate, shape agendas, campaign for strategic change to influence and inform sexual health policy and service delivery and increase action on the social determinants of health.
- Contribute to the coordination of forums and conferences to disseminate current knowledge and evidence and showcase rural sexual health promising practices.

1.5 PLANNING, EVALUATION AND REPORTING

- Contribute to the provision of sexual health evaluation and skills development support for relevant communities, networks and agencies.
- Participate in CERSH strategic planning and contribute to the administrative implementation of these plans in the area of health promotion programs.
- Deliver high quality, written evaluation reports as required to the Senior Manager and Director relating directly to the activities you lead.

1.6 OTHER DUTIES

- Actively contribute as a member of the Department of Rural Health professional staff team to enhance the administrative functions of the department.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.

2. Selection Criteria

2.1 ESSENTIAL

- A relevant tertiary degree in either Health Promotion, Education, Public Health, Community Development, Nursing, or similar.
- Demonstrated knowledge and understanding of sexual and reproductive health issues in rural Victoria and of contemporary sexual health promotion practice.
- Excellent written, communication, presentation, report writing and documentation skills.
- High level interpersonal, communication and teamwork skills, including the development of partnerships to achieve common goals.
- Excellent planning, organisational and time management skills.
Ability to exercise initiative in a dynamic work environment and to work with a minimal level of supervision.

Familiarity with the organisation of typical university structures and systems as well as a deep appreciation of the workings of complex organisations.

Additional criteria for UoM 6 position

- Previous work experience in the sexual and reproductive health sector
- Demonstrated experience in project design, planning, implementation, evaluation and reporting in the health, youth, and/or community fields

2.2 DESIRABLE

- Previous work experience in rural locations.
- Knowledge of University of Melbourne policies and procedures.

2.3 OTHER JOB RELATED INFORMATION

- This role requires the incumbent to hold a valid driver license as travel to locations not accessible with public transit is necessary.
- This position requires the incumbent to hold a current and valid Working with Childrens Check.
- Occasional work outside ordinary business hours, travel, etc.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Sexual and Reproductive Health and Wellbeing Project Officer or Coordinator will operate with graduated autonomy, depending on appointed level, under the direction of the Senior Health Promotion Manager. The Sexual and Reproductive Health and Wellbeing Project Officer or Coordinator is responsible for the scheduling and prioritisation of tasks to ensure that the objectives are met. The Project Officer or Coordinator is expected to be proactive and demonstrate initiative in working with priority population groups, communities, other project leads and organisations.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Sexual and Reproductive Health and Wellbeing Project Officer or Coordinator will be expected to exercise problem solving, judgment and discretion in the implementation of the projects and events, for which they are responsible, and to proactively coordinate processes and identify and analyse possible solutions to problems that might arise.

The successful applicant will be expected to seek the advice of the Senior Health Promotion Managers and senior CERSH staff on issues that may impact on the external and internal credibility and reputation of CERSH. Initiative, excellent interpersonal and communication skills and sound judgement are essential attributes. The position is expected to perform work assignments guided by evidence, policy, precedent, professional standards and expertise.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE
At the UOM5 level, the position requires emerging professional knowledge and experience in sexual health promotion or related fields; the sexual health policy context at the State level; and stakeholders and interest groups in rural Victoria.

At the UOM 6 level, the position requires previous experience in sexual health with an understanding of the policy context at the National level.

The position requires an understanding of the role of CERSH within the University structures and systems as well as a deep appreciation of the workings of complex organisations.

### 3.4 RESOURCE MANAGEMENT

Sexual and Reproductive Health and Wellbeing Project Officer or Coordinator is required to provide assistance and advice to the Senior Health Promotion Manager as deemed appropriate, with respect to managing the tasks described above, in keeping with established project budgets. The Sexual and Reproductive Health and Wellbeing Project Lead will be required to have excellent time management skills and the ability to prioritise tasks to achieve required outcomes.

### 3.5 BREADTH OF THE POSITION

The Sexual and Reproductive Health and Wellbeing Project Officer or Coordinator acts across a range of policy and operational issues associated with sexual health, and in particular sexual health promotion, priority population groups and health promotion and public health theory and practice. The Sexual and Reproductive Health and Wellbeing Project Officer or Coordinator is required to interact with a wide range of personnel ranging from key stakeholders in the field of sexual health, managers, project staff, to administrative staff linked to both the University of Melbourne, and affiliated project partners associated with CERSH. To this end, the position will be required to have the capacity for engagement and negotiation with such personnel for mutual benefit and facilitation of the objectives of CERSH. The position contributes to the strategic direction of the Centre and the University, and as such, has the capacity to contribute significantly to enhancing the profile of CERSH and the University.
4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 DEPARTMENT OF RURAL HEALTH

http://www.ruralhealth.unimelb.edu.au/

The School of Rural Health was established in February 2002 and became the Department of Rural Health in 2010 when it was incorporated into the Melbourne Medical School. In 2015, the Centre was renamed the Department of Rural Health (DRH), Melbourne Medical School. It currently incorporates the Australian Government Department of Health and Ageing designated ‘University Department of Rural Health’ (1998) and the Rural Clinical School (2001). The Department attracts the majority of its funding from the Commonwealth Department of Health and Ageing through programs aimed at establishing a rural-focused national network of medical and health professional training. The Department enables undergraduate health professionals to undertake a significant period of their training in rural environments, and provides rural communities with greater access to teaching and research facilities and greater clinical support.
The Department of Rural Health’s largest campus is at Shepparton, in buildings adjacent to Goulburn Valley Hospital. It has other major campuses at Ballarat, working closely with Ballarat Health Services, and at Wangaratta, with Northeast Health Wangaratta. Students are also placed in smaller towns. New facilities have been established as part of the Northern Victorian Rural Medical Education Network (NVRMEN) initiative include consulting rooms in general practice, and lecture and skills centre facilities across Northeast Victoria.

Rural Health programs include:

Rural Clinical School (RCS) – one of six University of Melbourne clinical schools developed to teach 25% of students for at least 1 year of their clinical training. The RCS takes approximately 60 Commonwealth supported students each year. Within these numbers the Extended Rural Cohort (ERC) is comprised 30 students per year recruited from Northern Victoria who spend their entire clinical training time at the RCS.

Australian Government Department of Health and Ageing designated ‘University Department of Rural Health’ (UDRH) – a multidisciplinary, population health-based approach involving partnerships with a range of health providers underlies teaching and research activities. A three week rural health module is compulsory for all University of Melbourne medical students and student placements are organised for medical and allied health students. The UDRH assists the La Trobe University School of Nursing in the delivery of a Bachelor of Nursing Science course in the Shepparton region.

Aboriginal health activities are undertaken in partnership with the local Aboriginal community.

The Department of Rural Health also houses the Centre of Excellence in Rural Sexual Health (CERSH) which was established in March 2009.

6.2 MELBOURNE MEDICAL SCHOOL

www.medicine.unimelb.edu.au

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.
6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.5 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance