POSITION DESCRIPTION

Engagement Officer, Health Promotions

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<th>Position Level</th>
<th>Level 6</th>
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<td>Faculty/Division</td>
<td>DVC-Academic</td>
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<td>Position Number</td>
<td>94903</td>
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<td>Original document creation</td>
<td>25/11/2021</td>
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Position Summary

The Engagement Officer, Health Promotions will form an integral part of the Pro Vice-Chancellor Education & Student Experience, Wellbeing Pillar, Health Promotion team in the delivery of large campaigned based health and wellbeing initiatives and programs aligned with the PVCESE’s Education & Student Experience Strategy.

This involves developing, delivering and evaluating evidence-informed health programs that are culturally sensitive, in particular to the UNSW International Student cohort, and that support students and their peers to make informed and healthy choices. Adopting a health promotions approach you will work collaboratively, using co-design principles to make the university a healthier place. In support of the delivery of initiatives and programs, this role will recruit, manage and oversee student volunteers and peer groups.

This role will report to the Manager, Health Promotions and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Contribute to the development, coordination and evaluation of evidence-informed health programs and activities for UNSW students, including the existing Student Minds and the Health and Wellbeing Ambassador programs.

- Coordinate the development and delivery of large scale health promotion events including SEXtember and Mental Health Month

- Assist in the development of and oversee the day-to-day operational aspects of Student Minds and the Health and Wellbeing Ambassador program.
In consultation with the Manager, Health Promotions, develop, coordinate and evaluate evidence-informed health programs and activities for UNSW students.

Participate in and contribute to online resource development for UNSW Health and other health promotion activities focusing on UNSW students.

Develop and deliver progress reports, proposals, required documentation and presentations. This will involve tracking project milestones and deliverables.

Proactively undertake needs analysis to identify health priorities for international students and other vulnerable student populations and plan effective approaches to address those needs.

Liaise closely with key internal stakeholders, including relevant portfolio staff, UNSW Student Communications and ArC as well as external stakeholders under the direction of the Health Promotion Manager.

Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A relevant tertiary qualification and/or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

- Demonstrated experience in Public Health or Health Promotion or related area and in the development, delivery and evaluation of successful health promotion programs to culturally diverse people.

- Relevant program or project coordination experience, with the ability to manage conflicting deadlines and multiple priorities.

- Demonstrated experience coordinating large events that engage young people of culturally and linguistically diverse backgrounds.

- Highly developed interpersonal skills with the ability to work collaboratively using co-design principles and ability to maintain positive and professional relationships with students as well as staff at all levels and internal and external stakeholders.

- Highly developed written and verbal communication skills, including demonstrated facilitation skills.

- Ability to work flexibly, productively, and effectively as part of a team while operating autonomously and demonstrating strong initiative and a proactive approach to driving process improvements.

- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-Employment Checks

- Criminal Record Check.

- Working with Children Check.
About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.