

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Senior Health Promotion Officer
POSITION NUMBER:	2705
DIVISION:	City Life
DEPARTMENT:	Community Strengthening
CLASSIFICATION:	Band 7 FTE – 1.0
REPORTS TO:	Coordinator Health, Equity & Planning
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	All council staff
EXTERNAL LIAISONS:	G21, Barwon Health, Bellarine Community Health, Department of Families, Fairness and Housing, Department of Health, VicHealth, Deakin University, local businesses, schools and NGOs.
DATE:	July 2024

POSITION OBJECTIVES:

The Senior Health Promotion Officer is responsible for delivering initiatives relating to the health and wellbeing priorities in *Our Community Plan 2021-25*. The position aims to achieve equitable health outcomes for the Geelong community. The Senior Health Promotion Officer will utilise systems thinking and place-based approaches to address the social determinants of health.

The Senior Health Promotion Officer is part of the Health Equity and Planning Unit that aims to improve health outcomes by identifying opportunities for collaboration and building health promotion capacity across the organisation so that health focused practices are embedded in all aspects of the City's work.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Provide technical advice to a range of internal and external stakeholders on the social determinants of health and contemporary health promotion principles, approaches and practice.
2. Work with internal stakeholders to monitor and evaluate activities of the Municipal Public Health and Wellbeing Plan.
3. Collect, collate and analyse health data and information to inform health and wellbeing priorities, research and projects.
4. Design and deliver initiatives of the Municipal Public Health and Wellbeing Plan, including policy, events and projects.
5. Write reports, grant applications and develop other forms of communications collateral for a diverse range of audiences.
6. Represent the City on regional and local committees and forums.
7. Lead the Health and Equity and Planning team's community and stakeholder engagement activities in partnership with the City's engagement team.
8. Support the Unit to comply with Council's policies and values.
9. Adhere to Council's policies and procedures relevant to this position.
10. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design, and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities
2. Creating an organisational culture of child safety
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child
5. Ensuring all suspected abuse is reported and fully investigated.

KEY SELECTION CRITERIA:**Qualifications:**

1. A tertiary or post graduate higher degree in health promotion, public health or social science and at least 5 years' experience in a similar role.
2. A current Victorian Drivers licence.

Essential:

3. Knowledge of the Municipal Public Health and Wellbeing Plan health priorities and planning within the local government environment.
4. Demonstrated ability to interpret health data, conduct community engagement activities and identify health and wellbeing priorities to inform health and wellbeing planning.
5. Demonstrated experience in project management and evaluation and communicating findings to a range of audiences.
6. Well developed knowledge of evidence based health promotion principles, approaches and practice.
7. Excellent communication skills with the ability to report, illustrate and communicate complicated concepts to a wide audience.

8. Ability to work effectively with internal and external stakeholders, including consultants, students and officers.

Desirable:

9. Understanding of health promotion/ public health principles, intersectional approaches and activities that meet the needs of specific population groups at higher risk of less favourable health outcomes.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.
- Provide specialist advice and capacity building on project management.
- Responsible for the provision of expert advice on monitoring, reporting and evaluation design and implementation.
- Responsible for the development of relevant networks and partnerships with stakeholders conducive to the achievement of plan and policy objectives.
- Proven ability to work in a team environment and independently.
- Accountable for organising own work to meet deadlines.

JUDGEMENT AND DECISION MAKING:

- Apply professional knowledge and experience in working in partnership with other agencies and the community.
- Ability to identify and analyse options in relation to health outcomes and community needs.
- This position requires the provision of specialist advice to members of the Directorate and external partnerships

SPECIALIST SKILLS AND KNOWLEDGE:

- Demonstrated ability to plan, implement and evaluate internal and external health promotion programs and activities.
- Significant level of knowledge and experience working in Local Government, Community Health and prevention platforms.
- Significant level of knowledge and understanding of the principles and practices of health promotion, the use and interpretation of health data, and municipal public health and wellbeing.
- Demonstrated understanding of the principles and practices associated with health promotion, community development and community capacity building activities from a strategic and operational perspective.
- Existing knowledge or ability to gain knowledge, of provisions within relevant legislation, regulations, and/or service guidelines.

MANAGEMENT SKILLS:

- Effective planning and work management skills including demonstrated ability to set priorities, organise workloads, and monitor performance to achieve defined project goals and objectives within required timelines.
- Able to use own initiative, exercise appropriate personal judgement, and maintain high levels of personal motivation.
- Demonstrated ability to be flexible and responsive to meet the changing needs of the project, stakeholders, and the community.
- Understanding of, and ability to comply with, the City's personnel practices including Equal Employment Opportunity and Occupational Health and Safety.

INTERPERSONAL SKILLS:

- Ability to work collaboratively and engender co-operation and assistance from others.
- Effective communication skills in order to facilitate meetings and workshops to maximise participation.
- Well-developed verbal and written communication skills.
- Ability to demonstrate Integrity, Responsibility, Innovation and Respect in all aspects of the position.