

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Health Promotion Consultant
<b>Position Number:</b>	507509
<b>Classification:</b>	General Stream Band 6
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Primary Health Services
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	North
<b>Reports to:</b>	Relevant Primary Health Area Coordinator
<b>Effective Date:</b>	April 2014
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

- Contribute expertise to the development, implementation and evaluation of community development and health promotion programs primarily across the northern region of Tasmania. This includes supporting the Department of Health's Public Health Unit in the implementation and evaluation of statewide programs, as required.
- Facilitate the development of health promotion skills and capacities of individuals, groups and organisations by identifying training needs and contributing to awareness and learning programs.
- Undertake a proactive role in advocating for and recommending healthy public policies and services which promote the wellbeing of individuals and communities and contribute to the improvement of the level and quality of health promotion interventions.

## Duties:

1. Facilitate Hospitals North/North West and statewide cross-collaboration to strengthen and support health promotion practice within the health services system and environment.
2. Provide advice to the Primary Health Management and Support Service Group on identified community needs, priority areas and strategic directions for health promotion and community development.
3. Work with services within and across the area to plan, implement, monitor and evaluate health promotion activities and programs.
4. Liaise and consult with key stakeholders, including other government sectors, the private sector, non-government organisations and community groups to collaborate in the provision of health promotion programs.
5. Facilitate the provision of specialist training, development and consultancy for staff in best practice planning, delivery and evaluation of health promotion programs in liaison with staff development programs.
6. Contribute to and support quality improvement processes in health promotion and primary health care.
7. Contribute to policy development impacting on the social determinants of health and wellbeing.
8. Liaise with the Primary Health Area Coordinator and the Area Business Manager in relation to health promotion budget and resources.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

The occupant is expected to undertake the role with a high degree of autonomy, determining service priorities and providing expertise in planning, implementing and evaluating health promotion programs. Strategic direction and organisational support is provided by the relevant Primary Health Area Coordinator. Specifically, the position has responsibility for the following:

- Using evidence based research to identify health issues within the local community and providing expertise to develop strategies to address these issues
- Supporting the development of partnerships with relevant state and local government agencies, community organisations and interest groups in relation to a range of health promotion programs
- Considering population diversity within the community and applying culturally relevant and ethical approaches in the planning, implementation and evaluation of health promotion programs
- Representing Hospitals North on working parties, committees and at state and national forums in relation to health promotion issues
- Pro-actively participating in continuing education programs and as required providing support and advice to less experienced team members.

- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated sound knowledge of the principles and practice of primary health care and experience and skills in developing, planning, co-ordinating, implementing and evaluating health promotion programs.
2. Understanding of the complex environment of community and health services delivery, including the ability to understand the political, social and organisational environment impacting on the Department of Health.
3. Well-developed interpersonal and communication skills including consultation, negotiation, conflict resolution, liaison and health literacy within Hospitals North and across the community sector.
4. Experience working in communities that have cultural and language diversity.
5. Demonstrated understanding of and commitment to a multidisciplinary approach to community and health services and community development, including an ability to work effectively in a small team environment and with a broad range of internal and external stakeholders.
6. Demonstrated ability to plan and deliver training and development programs for service providers; and evaluate outcomes against best practice approaches to community development and health promotion.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).