



POSITION DESCRIPTION

Department of Rural Health
Faculty of Medicine, Dentistry and Health Sciences

Sexual Health and Wellbeing Project Officer

POSITION NO	0038968
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.8 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available until 30 June 2020 Fixed Term Contract Type: Replacement staff member
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kylie Stephens Tel: 0417 054 040 kylies@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

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 Department of Health until June 2020, with an aim to improve access to, and delivery of sexual health services in rural Victoria.

The position of Sexual Health and Wellbeing Project Officer, reporting to the Senior Health Promotion Manager and Director, implements sexual health and wellbeing projects and initiatives in accordance with the strategic directions of CERSH. The position will work closely with the relevant communities in the Loddon Mallee region; the health, youth and education workforce; and the CERSH team, to contribute to the development, implementation, evaluation, and documentation of sexual health and wellbeing projects and initiatives.

The Sexual Health and Wellbeing Project Officer 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 Bendigo (other locations in Loddon Mallee Region negotiable), but will also involve travel throughout all of rural and regional Victoria.

1. Key Responsibilities

The Sexual Health and Wellbeing Project Officer has key responsibilities for implementing sexual health projects and initiatives for priority population groups in the Loddon Mallee region. Under the direction of the Senior Health Promotion Manager, the Project Officer will ensure that the health promotion resources of (CERSH) are appropriately used for developing and delivering evidence-informed health promotion and prevention through:

Leadership and Co-ordination

- Take an active role in bringing agencies, organisations and service systems to work together to improve sexual health through participation in local networks, and collaborative planning and evaluation.
- Collaborate with individuals, communities and organisations to create advocacy opportunities, shape agendas, campaign for strategic change to influence and inform sexual health policy and service delivery and increase the 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.

Project Support

- Plan, implement and evaluate new sexual health and wellbeing initiatives for priority population groups, in partnership with relevant communities, networks and agencies.
- Contribute to existing local sexual health initiatives to strengthen local capacity to implement evidence-informed rural sexual health promotion and prevention practices and programs

Building Workforce Capacity for Sexual Health Promotion

- Contribute to building organisational 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.
- Support workforce capacity building, professional development opportunities, leadership opportunities and inclusive practices at individual and agency level.

Knowledge Building

- Actively contribute to knowledge generation including reports and publications, meetings and forums, strategic thinking and action.
- Promote and disseminate existing CERSH resources across the Loddon Mallee region.
- Utilise opportunities to adapt and influence other sexual health resources to ensure they are relevant to rural communities.

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.

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 as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- A relevant tertiary degree (e.g. Health Promotion, Education, Public Health, Community Development, Social Work), with significant experience in a similar senior role.
- Demonstrated experience in project implementation in the health and/or community fields.
- Demonstrated knowledge and understanding of sexual 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.

2.2 DESIRABLE

- Previous work experience in sexual health.
- Previous work experience in the Loddon Mallee region.
- Knowledge of University of Melbourne policies and procedures.

3. *Special Requirements*

- A current driver's license conforming to State legislation is required as travel to locations not accessible by public transport will be required.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

Sexual Health and Wellbeing Project Officer will operate with some autonomy under the direction of the Senior Health Promotion Coordinator and Director. The Sexual Health and Wellbeing Project Officer is responsible for the scheduling and prioritisation of tasks to ensure that the objectives are met. The Project Officer is expected to be proactive and demonstrate initiative in working with priority population groups, communities, Officers and organisations.

4.2 PROBLEM SOLVING AND JUDGEMENT

Sexual Health and Wellbeing Project Officer 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 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 Coordinator, Director and 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 policy, precedent, professional standards and expertise.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires professional knowledge and experience in sexual health promotion or related fields; the sexual health policy context at a National and State level; and stakeholders and interest groups in the Loddon Mallee region of Victoria. 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.

4.4 RESOURCE MANAGEMENT

Sexual Health and Wellbeing Project Officer is required to provide assistance and advice to the Director and Senior Health Promotion Coordinator as deemed appropriate, with respect to managing the tasks described above, in keeping with established project

budgets. The Sexual Health and Wellbeing Project Officer will be required to have excellent time management skills and the ability to prioritise tasks to achieve required outcomes.

4.5 BREADTH OF THE POSITION

The Sexual Health and Wellbeing Project Officer 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 Health and Wellbeing Project Officer 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.

5. 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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

6. 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

7. Other Information

7.1 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.

7.2 MELBOURNE MEDICAL SCHOOL

<http://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.

7.3 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.

7.4 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>.

7.5 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

7.6 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 <http://www.unimelb.edu.au/governance>