



## POSITION DESCRIPTION

<b>Position Title:</b>	Community Development Officer
<b>Position Classification:</b>	Level 5
<b>Position Number:</b>	317367
<b>Faculty/Office:</b>	Faculty of Health and Medical Sciences
<b>School/Division:</b>	School of Population and Global Health
<b>Centre/Section:</b>	Rural and Regional Health (Western Australian Centre for Rural Health)
<b>Supervisor Title:</b>	Director (WACRH)
<b>Supervisor Position Number:</b>	309100

### Your work area

The Western Australian Centre for Rural Health (WACRH) is administered by the University of Western Australia and is part of a network of University Departments of Rural Health across Australia.

WACRH's mission is to collaborate in:

- the promotion and preparation of students for health careers in a rural and remote settings;
- innovative rural and remote learning opportunities of students, health professionals and the community: and,
- rigorous applied research and knowledge translation aimed at optimising the health and wellbeing of rural and remote communities, including Aboriginal communities

WACRH's vision is to be a leader in the creation and optimisation of rural health knowledge and practice that improves the health of rural communities. Our Guiding Principles are the cornerstone of our values, underpinning all activities:

- Work collaboratively, in the spirit of reciprocity, to strengthen partnerships and networks, to ensure we are responsive to changing needs and environments.
- Value respect, equity and the cultural diversity within the organisation and of individuals and organisations with whom we work.
- Integrity is central to our conduct as individuals and as an organisation, and this is evidenced by reliability and trust and commitment to intellectual rigour.
- Work in mutually beneficial partnerships with communities and individuals who are vulnerable, have the greatest need and experience disproportionate levels of disadvantage.
- Pursue continuous improvement through critical collection and analysis of data and reflective practice.
- Value and strengthen our workforce through knowledge and skill development within a supportive, collegial and team oriented environment in which vigorous discussion of individual views is encouraged.

### Reporting Structure

Reports to: Director (WACRH)

### Your role

As the appointee, under limited direction, you will provide support to the Research Officer for the following activities:

Support the delivery of a program of training, health promotion and community engagement to young adults.

Use a strengths based approach to empower young adults and develop their health knowledge, skills and employability.

Liaise on behalf of the Director with community partners including sporting, education, health and employment organisations.

Participate in WACRH projects and assist WACRH to achieve program goals and report to funders and program partners.

## **Your key responsibilities**

Support the development of a structured program of health promotion training events and activities for young adults in Mount Magnet and Mullewa

Liaise with training providers, employers and community stakeholders to deliver agreed training, link training and community engagement activities with identified community needs and seek out opportunities for the young adults of Mount Magnet and Mullewa

Liaise with the community and maintain relationships with as wide a group of families and stakeholders as possible

Work with partner agencies, to organise events and activities that showcase the achievements of the young adults and instil community pride

Contribute to WACRH projects which may involve liaison with communities, stakeholders and service partners, site visits and assist in defining the scope of a project, time lines, outcomes and resources

Assist with evaluation of WACRH Programs as directed

Other duties as directed

## **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification in Community Development, Education, Health Promotion or a related area

Highly developed organisational skills and experience in project work

Highly developed report-writing and verbal communication skills

Ability to work independently, show initiative and work productively as part of a team

Cultural sensitivity and demonstrated ability to work effectively with Aboriginal people

Relevant experience in planning and delivering training, particularly with youth and young adults

## **Special Requirements**

Current Driver's licence is required

Ability to gain a Working with Children Check card

Current National Police Clearance is required

## **Compliance**

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>