

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Health Equity Policy Officer
Position Number:	522096
Classification:	Health and Human Services Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Health Improvement - Healthy Communities
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	Manager - Healthy Communities
Effective Date:	March 2021
Check Type:	Annulled
Check Frequency:	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:

The Health Equity Policy Officer will undertake the duties of the role on a statewide basis with limited supervision from the Manager Healthy Communities or Senior Program Coordinator - Healthy Communities. The occupant will:

- Coordinate evidence informed policy, systems and service development through collaboration, research, planning and evaluation across the Agency, government and community sectors.
- Provide timely and accurate reports, briefings and ministerial correspondence on issues relating to priority populations' health and wellbeing.
- Represent the State and Agency at State and National forums as appropriate.

Duties:

1. Facilitate the development and implementation of evidence informed policy, systems and services through collaboration, research, planning and evaluation across Agency, government and community sectors.
2. Provide high level advice to Public Health and other areas of the Agency about issues relating to health and wellbeing of priority populations and their access to appropriate and responsive health services.
3. Promote, coordinate, manage and support strategic initiatives relevant to the health and wellbeing of priority populations in Tasmania.
4. Disseminate, promote and contribute to new knowledge and research about factors influencing priority populations' health and wellbeing.
5. Establish and maintain links and collaborative partnerships across state, Commonwealth and community sectors.
6. Represent the Agency at relevant state and national forums as appropriate.
7. Develop, manage, monitor and evaluate Service Agreements and provide support and advice to relevant community sector organisations.
8. 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.
9. 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:

- As a member of Health Improvement, promote a population health approach to improving health and wellbeing and reducing health inequities in Tasmania.
- Provide policy advice and direction on preventive health initiatives and programs and work in partnership with key stakeholders address gaps and inequities in health and wellbeing for key populations who are at risk of poorer health outcomes including Aboriginal people, people from culturally and linguistically diverse backgrounds , children and young people and LGBTQI+ people.
- Champion 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, exercise 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.
- Comply 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. Relevant qualifications and/or high-level understanding of the social and cultural determinants of health and health inequities, together with demonstrated experience in applying a population health framework and principles of health promotion and health equity to improve health and wellbeing.
2. Demonstrated capacity to build and maintain networks, relationships and effective working partnerships with community organisations statewide and all spheres of government maintaining the confidence of all stakeholders.
3. High-level knowledge of current political, social, community and health service issues relevant to populations who experience poorer health outcomes and associated strategies for the improvement of health outcomes including systems and settings-based approaches.
4. High-level ability and demonstrated experience in policy development, strategic and program planning, research, analysis, and evaluation.
5. Demonstrated high level verbal and written communication skills, including the ability to prepare written reports and policy documents, facilitate meetings, deliver public presentations and represent the Agency on a range of committees and forums.
6. Ability to work independently and as part of a team, take initiative and meet deadlines within the context of a changing organisational environment.

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 the [Consumer and Community Engagement Principles](#).