

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Wellbeing Program Officer
Position Number:	523635
Classification:	Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing - Ambulance Tasmania
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Chief Executive
Effective Date:	TBA
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 Wellbeing Program Officer is responsible for leading the delivery and maintenance of the Ambulance Tasmania Peer Support Program.

This position provides an organisational focus on wellbeing, including mental health and physical wellbeing across Ambulance Tasmania and works collaboratively with wellbeing support areas within the Department of Health and the Department of Police, Fire and Emergency Management (DPFEM).

Duties:

1. Oversee and support Ambulance Tasmania's Peer Support Program and other initiatives, programs, and services.
2. Research and provide sound advice to the Ambulance Tasmania Executive on the Peer Support and existing programs, as well as contemporary mental health and wellbeing trends and initiatives in national and international emergency service agencies, including the Peer Support and other programs.

3. Provide leadership in the implementation of organisational and cultural change to positively impact wellbeing within Ambulance Tasmania.
4. Research, develop and support the implementation of Ambulance Tasmania's mental health and wellbeing strategic directions.
5. Provide a broad range of documentation to internal and external stakeholders, including activity reports, discussion papers, regular reporting against mental health and wellbeing activity in Ambulance Tasmania, as well ministerial correspondence, and other documentation.
6. Develop, apply, and review mental health and wellbeing policies, procedures, and programs consistent with Ambulance Tasmania's strategic direction.
7. Establish, develop, and maintain effective and productive relationships with both internal and external stakeholders, including undertaking consultation and managing expectations.
8. Develop wellbeing education, training and awareness raising programs for delivery across the organisation.
9. Participate in and represent Ambulance Tasmania on relevant committees, as required.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
11. 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 jobs at this classification level.

Key Accountabilities and Responsibilities:

Under the direction of the Chief Executive, the occupant will:

- Work with a high degree of autonomy
- Actively promote and encourage staff to participate in wellbeing programs directed toward mental, physical, and emotional wellbeing at work
- Consult with internal and external stakeholders to develop new initiatives and expand programs and services in response to identified needs within Ambulance Tasmania.
- Evaluate individual and overall program performance on a regular and ongoing basis and use collected data and information to ensure any necessary improvements and produce reports when required for the Ambulance Tasmania
- Manage all governance, audit, risk, record keeping and compliance requirements for the Peer Support program in accordance with legislative and organisational requirements.
- Perform the duties allocated consistent with Ambulance Tasmania's organisational values and promote, role model and support those values in the workplace.
- Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category B position.

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 experience and knowledge of wellbeing issues, initiatives, practices, and principles, relevant to the emergency services sector.
2. High-level program management experience, including analytical, investigative, and problem-solving skills, with the ability to achieve organisational objectives within required timeframes.
3. Demonstrated ability to lead and develop strategic directions and develop policy, procedures, and other relevant documents on a wide range of complex mental and physical wellbeing issues, as they apply in an emergency services environment.
4. High-level communication and interpersonal skills, including negotiation and conflict resolution skills, with a proven capacity to build productive relationships and liaise with a variety of staff, management, and other internal and external stakeholders.
5. Demonstrated ability to develop policies and procedures and other documentation, in a variety of communication formats for a range of audiences.
6. Understanding of the community and political expectations relative to the delivery of contemporary emergency ambulance services.

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 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](#).