



Position Description

- Position title:** Health Promotion Officer
- Location:** 125 George St
Doncaster East, Victoria 3109
- Hours:** Negotiable
- Duration:** Until the end of July 2018
- Salary:** Salary and conditions as per schedule of contractual terms
Salary packaging provisions apply.
- Accountability:** The position reports to the CEO via the Health Promotion Manager
- Supervision:** The position provides supervision of students

Organisational Context

Women's Health East is the women's health promotion agency for the Eastern Metropolitan Region (EMR) of Melbourne. We improve health outcomes for women across the seven local government areas of Yarra Ranges, Knox, Maroondah, Manningham, Monash, Whitehorse and Boroondara. Women's Health East also influences women's health and wellbeing at a statewide and national level.

Working within a feminist framework, Women's Health East (WHE) addresses the social, cultural, economic, political and environmental factors impacting on the health, safety and wellbeing of women in the region. We build the capacity of organisations, services and programs in the region to optimally address issues affecting women.

To achieve this, we partner with state and local governments, health and community organisations, and others with a role in improving health outcomes for women. With a focus on our region we:

- Provide leadership, expertise and support to initiatives addressing our key priorities;
- Facilitate collaborative, integrated responses to our key priorities;
- Implement and support an intersectional approach to women's health promotion;
- Enhance the capacity of our partners to improve service system access and responsiveness for all women;
- Shape responses to women's health and wellbeing needs through the translation of evidence into practice, advocacy, consultancy and research;
- Influence public policy and the public discourse on issues relevant to improving health outcomes for women; and
- Deliver training and education programs, opportunities for collective learning, resources and support to build workforce and organisational excellence in women's health and wellbeing.

Our current priority action areas are to **Advance Gender Equality, Prevent Violence against Women, and Improve Women's Sexual and Reproductive Health.**

WHE is leading the *Together for Equality & Respect Partnership : A Strategy to Prevent Violence Against Women in Melbourne's East 2017 – 2021* and the *Together for Equality & Respect Action Plan*. All team members will contribute to this significant piece of work.

Position Context

This position forms a part of the Health Promotion Team. The team consist of a Health Promotion Manager and Health Promotion Officers.

This position will have a role in health promotion activities across all of our priority areas ie to advance gender equality, improve women's sexual and reproductive health and prevent violence against women.

WHE is leading the implementation of regional focus on the prevention of violence against women through the Together for Equality & Respect Partnership (TFER). While this work is led by the TFER Manager, all team members contribute to this significant piece of work.

The Health Promotion Officer (HPO) will participate in a range of relevant network meetings, and steering committees of partner organisations.

Duties that may form a part of the HPO workplan are listed below and will be negotiated with applicants as two health promotion officer positions are currently available.

- Support health literacy initiatives focused on improving women's sexual and reproductive health
- Support the implementation of an LGBTI family violence prevention project
- Contribute to the development of a regional evaluation framework and tools for the Together for Equality & Respect prevention of violence against women partnership
- Assist in the planning and delivery of capacity building activities (eg training) and regional events focused on the prevention of violence against women
- Support communication functions (eg social media, newsletters)
- Participate in the development and delivery of the 16 Days of Activism regional campaign
- Participate in the development of a report on public spaces and women
- Represent WHE in network meetings and on steering committees of partner organisations
- Develop funding submissions
- Other activities that support the work of health promotion team

In addition the HPO will lead and participate in the development of new initiatives, advocacy and policy directions for Women's Health East in line with Women's Health East's strategic directions and Health Promotion Plan. This may include conducting research and community consultation.

The HPO will actively contribute to the development, implementation and evaluation of Women's Health East's Health Promotion Plan along with other HP staff and the CEO.

As a part of the HP team, the HPO will contribute to the major communication strategies of the organisation. This includes our website, social media, quarterly newsletters and annual report.

The HP staff at WHE work as a team and are required to be familiar with and support the health promotion work of other team members as required.

Key Performance Areas

1. Actively participate in the development, implementation and evaluation of the WHE Health Promotion Plan. This includes conducting regional needs analysis and developing or updating an evidence base for objectives for the WHE Health Promotion Plan and the development of associated documents (eg Evaluation plan).
2. Participate in the planning, development, implementation, monitoring and evaluation of programs to promote the health and wellbeing of women in the EMR.

3. Participate in the development and dissemination of tools, resources and products to promote and communicate Women's Health East's responses to Women's Health needs and issues. This includes participation in communication activities such as social media, newsletters and reports.
4. Develop and maintain strategic relationships and partnerships with Women's Health East's stakeholders as prioritised in the Strategic Plan and Health Promotion Plan.
5. Keep abreast of current women's health and related research and health promotion initiatives to inform Women's Health East priorities.
6. Assist with the identification and sourcing of appropriate funding for priority initiatives and contribute to the writing of funding submissions and reports.

Other Responsibilities

- Participate in staff meetings and staff development
- Understand and comply with the WHE OH&S policies and procedures and the legislative requirements relevant to this position
- Take a continuous quality improvement (CQI) approach to working and participate in CQI activities of the HP team and the Organisation as relevant
- Treat other staff with courtesy and respect at all times
- Display behaviour in line with WHE's commitment to environmental sustainability
- Maintain adequate records and provide reports as required
- Undertake other duties as directed which fall within the scope of the position and the skills of the position holder

Key Selection Criteria

1. A tertiary degree in Health Promotion, Public Health or other relevant qualifications and/or at least two years relevant experience
2. Commitment to working within a feminist framework and within a social model of health
3. Demonstrated sound health promotion skills, knowledge and experience including evaluation expertise
4. Up to date knowledge and/or experience in women's health issues, including the prevention of violence against women, the promotion of gender equality and improving women's sexual and reproductive health
5. Demonstrated experience in the delivery of oral presentations and training
6. Well developed IT skills and knowledge of contemporary software
7. Sound research, writing and editing skills
8. Excellent communication skills
9. Flexibility and ability to work independently and collaboratively
10. Strong time management/organisational skills and ability to manage multiple and competing demands

Desirable Criteria

1. Proven capacity to network and build partnerships with a broad range of stakeholders
2. Demonstrated skills in advocacy work and policy review
3. Certificate IV in Training and Assessment or experience in the development and delivery of training programs
4. Knowledge of the Eastern Metropolitan Region

Requirements:

- National Police Check certificate
- Current Victorian driver's licence
- Access to a comprehensively insured vehicle
- Pre-existing injury or illness declaration prior to appointment to position
- Employee privacy, confidentiality and security agreement prior to appointment to position
- New employee induction operational policies & procedures to be completed upon appointment