



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	007639
Division:	Great Southern Population Health	Title:	Health Promotion Officer
Branch:	Public Health	Classification:	HSO Level G-5
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Manager Public & Primary Health	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:
	Classification:	HSO Level G-9	
Position No:	008051	Title	
	↑		007959 Population Health Coordinator HSO LG-6
Responsible To	Title:	Regional Health Promotion Coordinator	←
	Classification:	HSO Level G-7	
Position No:	614882	Title	
	↑		
This position	Title:	Health Promotion Officer	
	Classification:	HSO Level G-5	
Position No:	007639	Title	
	↑		

Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position No.	Title			<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
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Section 3 – KEY RESPONSIBILITIES

In collaboration with the line manager and key stakeholders develops, implements and evaluates health promotion programs within the Great Southern region which are evidenced based, culturally secure and address local, state and commonwealth population health priorities.



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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care.
2. Valuing consumers, staff and partnerships.
3. Governance, performance and sustainable services.

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services.

Partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

**WA Country Health Service –
Great Southern**

20 July 2018

REGISTERED

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	GENERAL HEALTH PROMOTION	D	50
1.1	Ensures health promotion programs and activities are developed which are culturally relevant and reflect National, State and Local priorities.		
1.2	Plans, implements and evaluates health promotion programs, campaigns, strategies and resources for the general community and specific groups in collaboration with key stakeholders and senior staff to a high quality and within timelines and budget.		
1.3	Sources and utilises relevant literature and community/stakeholder feedback to improve evidence based practice, assess community needs, identify service gaps and inform health promotion activities within the Great Southern region.		
1.4	Identifies funding opportunities (internal and external) and assists with the preparation of funding submissions for health promotion projects in consultation with senior staff.		
1.5	Coordinates and evaluates health promotion sponsorship and partnership agreements.		
1.6	Participates in strategic and operational planning processes that impact on health promotion, as appropriate.		
2	PARTNERSHIPS	R	15
2.1	Identifies, develops and supports locally effective partnerships with key stakeholders both within and outside the health sector who can contribute towards the enhancement of sustainable health promotion strategies.		
2.2	Represents Great Southern Population Health on working parties and committees required for maintaining effective working relationships.		
3	CAPACITY BUILDING AND ADVOCACY	R	10
3.1	Assists with organising professional development and education for key stakeholders.		
3.2	Prepares publicity materials including press releases and assists with publicising designated health promotion issues and programs, as required.		
3.3	Acts as an advocate for local population health issues, healthy public policies and services that promote and protect the health and wellbeing of individuals and communities in consultation with management.		
3.4	Presents at seminars and training sessions as appropriate.		
4	EVALUATION	R	20
4.1	Conducts literature reviews and undertakes research in health promotion related topics to ensure health promotion programs have a sound evidence base.		
4.2	Ensures that all health promotion activities and data are documented and evaluated by collecting, analysing and disseminating qualitative and quantitative data.		
4.3	Provides regular reports on health promotion activities and programs to management, other staff members, key stakeholders and the community as required.		
5	OTHER	O	5
5.1	Undertakes personal and professional development and regular performance review with Regional Health Promotion Coordinator.		
5.2	Participates in team meetings as required.		
5.3	Other duties as negotiated with the Regional Health Promotion Coordinator.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated skills and experience in planning, implementing and evaluating health promotion programs.
2. Demonstrated applied understanding of current health promotion priorities, theories and strategies.
3. Demonstrated high level written and verbal communication skills, including needs assessments, report writing, grant submissions and presentation skills.
4. Demonstrated high level interpersonal skills and ability to work collaboratively with stakeholders and local communities.
5. Demonstrated ability to work independently and as part of a multi-disciplinary team.
6. Demonstrated computer literacy and ability to utilise information systems.
7. Current 'C' class drivers licence and ability to travel throughout the region.

DESIRABLE

1. Possession of tertiary qualification in health promotion or relevant discipline or evidence of progress towards, or a commitment to, postgraduate qualifications in health promotion or relevant discipline.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Experience working in rural and culturally diverse environments.

Section 6 – APPOINTMENT FACTORS

Location	Albany/ Katanning	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening Clearance and a Working With Children (WWC) Check • Successful Pre- Placement Health Screening clearance • Current 'C' class drivers licence and ability to travel throughout the region 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Manager

Signature and Date: ____/____/____
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

