



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601186
<b>Division:</b>	Population Health	<b>Title:</b>	<b>Senior Health Promotion Officer</b>
<b>Branch:</b>	Kalgoorlie	<b>Classification:</b>	HSO Level G6
<b>Section:</b>	Health Promotion	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>Consultant – Public Health Medicine</td></tr><tr><td>Classification:</td><td>MP Consultant Year 1 - 9</td></tr><tr><td>Position No:</td><td>601201</td></tr></table>	Title:	Consultant – Public Health Medicine	Classification:	MP Consultant Year 1 - 9	Position No:	601201	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>  <table><tr><td><u>Title</u></td></tr><tr><td>601908 – Senior Health Promotion Officer</td></tr><tr><td>607965 – Health Promotion Officer</td></tr><tr><td>615323 – Health Promotion Officer</td></tr></table>	<u>Title</u>	601908 – Senior Health Promotion Officer	607965 – Health Promotion Officer	615323 – Health Promotion Officer
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<b>Positions under direct supervision:</b>	<b>Other positions under control:</b>																																								
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### Section 3 – KEY RESPONSIBILITIES

Lead, plan, implement and evaluate health promotion strategies and programs across the Goldfields that align with local, state and national population health priorities in collaboration with management and key stakeholders.

**WA Country Health Service –  
GOLDFIELDS**

**4 October 2018**

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		CLASSIFICATION	HSO Level G6



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.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>PLANNING AND PROJECT MANAGEMENT</b>		<b>70</b>
1.1	Leads, plans develops, implements, monitors and evaluates strategic health promotion plans and programs in consultation with relevant staff, stakeholders and the community.		
1.2	Guides regional assessment of priority health issues, community needs assessments, and reviews the evidence base to develop, plan and implement suitable programs that target priority populations.		
1.3	Undertakes extensive consultation with the community and key stakeholders to identify an initiate culturally appropriate health promotion programs and activities.		
1.4	Prepares funding submissions and health promotion research proposals for programs that address priority health issues.		
1.5	Ensures health promotion programs have a sound evidence base and are appropriately evaluated.		
1.6	Evaluates and prepares written reports on regional health promotion programs, projects and activities, and communicates these results to key stakeholders, as appropriate.		
1.7	Manages health promotion programs and strategies with quality, timeliness and within budget.		
1.8	Develops and maintains partnerships with health, other government and non-government agencies and communities in the promotion of healthy communities.		
<b>2.0</b>	<b>CAPACITY BUILDING &amp; ADVOCACY</b>		<b>10</b>
2.1	Assesses the training and education needs and provides appropriate health promotion training to community, stakeholders and Goldfields staff.		
2.2	Conducts education sessions relating to implementation and evaluation of health promotion programs for external agencies and community groups.		
2.3	Presents at seminars, conferences workshops and public meetings.		
2.4	Acts as an advocate at a community, organisational, regional and state level.		
<b>3.0</b>	<b>RESEARCH &amp; EVALUATION</b>		<b>10</b>
3.1	Initiates and conducts research to contribute to the evidence base for effective strategies to develop health promotion training activities/programs for government and non-government key stakeholders providing services to Aboriginal individuals, families and communities.		
3.2	Maintains an up-to-date knowledge of research findings and evidence based programs.		
3.3	Monitors and reports on regional trends in the incidence and prevalence of health conditions and risk factors for developing health problems.		
<b>4.0</b>	<b>OTHER</b>		<b>15</b>
4.1	Participates in quality improvement activities.		
4.2	Participates in performance development and undertakes appropriate professional development activities.		
4.3	Supervises students as required.		
4.4	Other duties as directed.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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 project management skills and significant experience in the planning, development implementation and evaluation of health promotions strategies and programs.
2. Well developed knowledge and understanding of health promotion issues, methods and priorities including health research methods.
3. Demonstrated high level interpersonal skills including community consultation, liaison and negotiation skills.
4. Demonstrated high level of written and verbal communication skills, including report writing, grant submissions and presentation skills.
5. Demonstrated computer literacy and an ability to source information and interpret data.
6. Possession of a current C or C-A Class driver's licence and ability to travel within the region including overnight stays.

### DESIRABLE

1. A tertiary qualification and/or post graduate qualification in health promotion or another related discipline equivalent.
2. Demonstrated understanding of factors that affect the health status of people living in rural and remote areas and Aboriginal populations.
3. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Kalgoorlie	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance and a Working with Children (WWC) check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current C or C-A Class drivers licence</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
<b>Specialised equipment operated</b>		Personal Computer	

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Director of Population Health**

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

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