



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601908
Division:	Population Health	Title:	Senior Health Promotion Officer
Branch:	Kalgoorlie	Classification:	HSO Level G6
Section:	Health Promotion	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible
To

Title:	Consultant – Public Health Medicine
Classification:	MP Consultant Year 1 - 9
Position No:	601201



Responsible
To

Title:	Health Promotion Coordinator
Classification:	HSO Level G7
Position No:	614007



This
position

Title:	Senior Health Promotion Officer
Classification:	HSO Level G6
Position No:	601908



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title

601186 - Senior Health Promotion Officer



Positions under direct supervision:

Position No.	Title
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← Other positions under control:

Category	Number
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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 health priorities, population health priorities in collaboration with management and key stakeholders.

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6 March 2019

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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.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	PLANNING AND PROJECT MANAGEMENT		
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 and 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.		
2.0	LIAISON AND PARTNERSHIPS		
2.1	Develops and maintains effective partnerships and networks with key stakeholders.		
2.2	Liaises and consults with key stakeholders both internal and external to the health sector, about health promotion strategies and priority health issues in the region.		
2.3	Represents Goldfields Population Health on working parties, committees and at conferences.		
3.0	CAPACITY BUILDING & ADVOCACY		
3.1	Works with health service providers and community members to build their capacity to develop effective population health strategies and programs.		
3.2	Advises managers and other key stakeholders on issues relevant to population health.		
3.3	Organises/promotes professional development opportunities and facilitates the training of key stakeholders in the Goldfields region, as required.		
3.4	Provides supervision, support and mentoring for volunteers and students, working in Goldfields Population Health.		
3.5	Presents at seminars and training sessions as appropriate.		
3.6	Acts as an advocate for local population health issues.		
4.0	RESEARCH, MONITORING & EVALUATION		
4.1	Monitors and reports on local trends in the incidence and prevalence of health conditions, and risk factors for developing health problems.		
4.2	Monitors programs and ensures the incorporation of research and evaluation into the planning of all health promotion programs.		
4.3	Critically analyses quantitative and qualitative data; collates and reports evaluation results and suggests recommended strategies and objectives to achieve strategic outcomes.		
4.4	Assists with the planning, development, implementation and enhancement of accurate monitoring systems for health promotion programs in the region.		
4.5	Remains aware of national and international developments in health promotion and determines how these developments may impact on the strategic outcomes of local and state health promotion programs.		

Section 4 – STATEMENT OF DUTIES continued next page

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Section 4 – STATEMENT OF DUTIES continued

5.0	OTHER		
5.1	Participates in own performance development program in collaboration with relevant senior staff.		
5.2	Participates in continuing self education, keeping abreast of state, national and international developments in health promotion and seeks opportunities to improve professional, leadership and managerial skills.		
5.3	Participates in other program activities and duties as negotiated with senior staff.		
5.4	Other duties as requested.		
	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 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. Demonstrated knowledge and understanding of the cultural factors and social determinants particularly relating to Aboriginal Health.
7. Eligible for or in possession of a current C or C-A Class driver's licence.

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.
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

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
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: ____/____/____
Director 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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