



Job Description Form

HSS REGISTERED

Senior Health Promotion Officer

Health Salaried Officers Agreement: G-6

Position Number: 00006248

Statewide Perinatal and Infant Mental Health Program (SPIMHP)

Women's Health, Genetics and Mental Health (WHGMH)

Reporting Relationships

Service Co-Director, WHGMH
 Award Level: HSO G11
 Position Number: 00008756



State Coordinator
 Award Level: HSO G9
 Position Number: 00005990



This Position



Also reporting to this supervisor:

- Education & Training Officer – Perinatal and Infant Mental Health
- Senior Research Psychologist
- Administrative Assistant

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

- Administrative Assistant 1.0 FTE

Prime Function / Key Responsibilities

Coordinates the planning, implementation and evaluation of state-wide health promotion programs and initiatives using multiple strategies to address state and national priorities in perinatal and infant mental health. Consults with reference groups and other stakeholders across health and community sectors, providing leadership to and ensuring support for health promotion initiatives. Advises other health professionals on health promotion, research and evaluation methods.

Brief Summary of Duties (in order of importance)

- 1.1 Coordinates the planning, development, implementation and evaluation of perinatal and infant mental health promotion strategies in accordance with state and national priorities for Western Australia (WA).
- 1.2 Develops educational and promotional strategies and resources for WA health professionals and consumers.
- 1.3 Responds to requests for information on health promotion, illness prevention and community awareness.
- 1.4 Researches and prepares submissions, discussion papers and reports relating to strategies and programs undertaken.
- 1.5 Builds and maintains effective partnerships with key stakeholders, including Government, non-Government, community and consumer organisations throughout WA and nationally to facilitate the implementation of perinatal and infant mental health promotion strategies.
- 1.6 Addresses community and professional groups in relation to perinatal and infant mental health promotion.
- 1.7 Represents and contributes to SPIMHP priority setting and strategic planning in relation to health promotion and community awareness.
- 1.8 Represents SPIMHP in the media as directed.
- 1.9 Prepares and manages the Health Promotion budget to meet program objectives as required.
- 1.10 Provides support to the State Coordinator, SPIMHP as required.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards 2nd Edition and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, Women and Newborn Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualifications or equivalent experience and knowledge in health promotion, health science or related field.
2. Demonstrated extensive experience in the planning, implementation and evaluation of health promotion programs, particularly in a mental health setting.
3. Experience in financial and project management, including experience in the preparation of detailed reports.
4. Experience in public speaking at health promotional activities and addressing community and professional groups.
5. Demonstrated ability to work without supervision and to work cooperatively with others within a team environment.
6. Sound knowledge and understanding of health promotion and prevention methods.
7. Sound interpersonal, verbal and written communication skills.

Desirable Selection Criteria

1. Knowledge and understanding of mental health issues, and mental health promotion as well as state and national strategies pertaining to perinatal and infant mental health.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: