



## HSS Registered

# Health Promotion Officer

## Health Salaried Officers Agreement: Level G5

Position Number: RP602841

Community & Population Health Services

East Metropolitan Health Service

### Reporting Relationships

Manager Health Promotion & Community Health  
HSO Level G8  
Position Number: RP602838



Health Promotion Coordinator  
HSO Level G7  
Position Number: RP602839



**This Position**



Directly reporting to this position: NIL



Also reporting to this supervisor:

- Senior Project Officer Health Promotion, Level G6, 1.00FTE
- Senior Project Officer Aboriginal Health Promotion, Level G6, 1.00FTE
- Health Promotion Officer, Level G5, 2.00FTE

### Key Responsibilities

Assists in the planning, implementation and evaluation of health promotion programs. Works to build the capacity of other health professionals and the community to implement health promotion initiatives in the east metropolitan region.

## Brief Summary of Duties (in order of importance)

### 1. Program Delivery

- 1.1 Assists the Health Promotion Coordinator in the planning, implementing and evaluation of health promotion initiatives.
- 1.2 Assists in the identification of the needs of the local communities.
- 1.3 Assists in accessing and distributing health promotion information and resources supporting national and state priorities.
- 1.4 Networks with government and non-government professionals and community organisations to ensure intersect oral support for health promotion initiatives.
- 1.5 Prepares media releases, publications and written reports on health promotion projects.

### 2. Capacity Building

- 2.1 Implements and coordinates workforce development sessions for a range of professionals and community groups.
- 2.2 Maintains knowledge of effective practice in health promotion and community development.
- 2.3 Maintains effective partnerships with local service providers and the community.

### 3. Research & Evaluation

- 3.1 Collects analyses and disseminates qualitative and quantitative data to assist with the evaluation of priority health promotion programs.

### 4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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 and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Experience in planning health promotion programs.
2. Knowledge and understanding of health promotion priorities, issues and methods.
3. High level of communication skills including oral communication and report writing.
4. Demonstrated ability to facilitate professional development.
5. Public speaking skills.
6. Ability to work independently and as part of a team.
7. Current "C" or "C.A." class drivers licence.

### Desirable Selection Criteria

1. Tertiary qualification in health promotion or public health.
2. Computer skills.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Current "C" or "C.A." class drivers licence.
- 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	or	HE Number	Date
Dept. / Division Head Name	Signature	or	HE Number	Date

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

Occupant Name	Signature	or	HE Number	Date
Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	March 2020
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