



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service – Midwest		Position No:	604846
Division:	Population Health	Title:	Health Promotion Project Officer
Branch:	Public Health	Classification:	HSO Level G5
Section:	Health Promotion	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Regional Public Health Manager</td></tr> <tr><td>Classification:</td><td>HSO Level G8</td></tr> <tr><td>Position No:</td><td>613598</td></tr> </table>	Title:	Regional Public Health Manager	Classification:	HSO Level G8	Position No:	613598	<p>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</p> <table border="1"> <tr><td>Title</td></tr> <tr><td>Health Promotion Project Officer Tobacco</td></tr> <tr><td>Senior Health Promotion Officer</td></tr> <tr><td>Health Prevention & Promotion Officer</td></tr> </table>	Title	Health Promotion Project Officer Tobacco	Senior Health Promotion Officer	Health Prevention & Promotion Officer
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Positions under direct supervision:	← Other positions under control:																																												
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Section 3 – KEY RESPONSIBILITIES

In collaboration with key stakeholders, plan, coordinate, implement and evaluate health promotion programs in the Midwest region that align to WACHS Midwest's strategic priorities.

WA Country Health Service Midwest
20 April 2021
REGISTERED

TITLE	Health Promotion Project Officer	POSITION NO	604846
		CLASSIFICATION	HSO Level G5



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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	PROGRAM DEVELOPMENT	R	50
1.1	Plan, develop, coordinate, implement and evaluate health promotion programs in the Midwest region areas as per the region's strategic priorities.		
1.2	Conduct needs analyses to identify project priorities and potential strategies through reviewing relevant statistical data and consulting with relevant organisations and the community.		
1.3	Work closely with Aboriginal Health staff to ensure cultural sensitivity of projects.		
1.4	Partner with relevant organisations to assist and support the delivery of health promotion strategies.		
1.5	Develop, implement and evaluate targeted health marketing strategies to ensure community engagement with WACHS Midwest.		
1.6	Evaluate the effectiveness of health promotion programs and report results to key stakeholders.		
2.0	CAPACITY BUILDING & ADVOCACY	R	30
2.1	Provide consultancy in health promotion and health communication within WACHS Midwest, as appropriate.		
2.2	Build capacity within the Midwest region, and amongst partner agencies, to plan and implement health promotion strategies.		
2.3	Liaise and work in collaboration with other health promotion team members in the Midwest.		
2.4	Develop publicity materials and represent Public Health in the local media, when required, to assist in the promotion of projects.		
2.5	Advocate at a local, regional, and, in consultation with line manager, state level on current, relevant population health issues, particularly for rural and remote areas.		
3.0	PLANNING AND REPORTING	R	15
3.1	Represent Public Health on relevant local, regional and statewide committees and workshops.		
3.2	Participate in strategic and operational planning processes that impact on health promotion, as appropriate.		
3.3	Provide monthly reports to Public Health Manager on health programs and activities.		
3.4	Participate in own performance development program with Public Health Manager.		
3.5	Maintain knowledge and skills in relevant health promotion priorities and strategies.		
4.0	OTHER	O	5
4.1	Other duties as required or 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.



TITLE Health Promotion Project Officer	POSITION NO 604846
	CLASSIFICATION HSO Level G5

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated and applied understanding of health promotion principles and strategies.
2. Demonstrated experience in planning, implementation and evaluation of health promotion and health marketing programs.
3. Demonstrated strong communication skills particularly in the area of community engagement and writing marketing communications.
4. Demonstrated ability to function independently and in a multidisciplinary team.
5. Demonstrated understanding of cultural factors and social determinations particularly related to Aboriginal Health.
6. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. A tertiary qualification in a health promotion or a health, education or social science related discipline.
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 in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Geraldton	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 drivers licence and ability to travel within the region as required Allowances <ul style="list-style-type: none"> • District allowance 		
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

