



# Job Description Form



GOLDFIELDS

Landscape Photos: Tourism Western Australia

## Position Title

Position number: 607965

## Health Promotion Officer - Goldfields

### Regional Overview

The Goldfields region of the WA Country Health Service covers the Goldfields-Esperance Region of Western Australia. The region is located in the south eastern corner of Western Australia and covers 770,488 sq km (including offshore islands). The WA Country Health Service Goldfields consists of two main health campuses located in Kalgoorlie & Esperance, and three smaller hospitals located in Laverton, Leonora and Norseman. The Goldfields is a culturally rich region with a number of Aboriginal communities spread out across the region, 16 distinct Aboriginal language groups and an Aboriginal population that represents 12.3 per cent of our total population, with 1 in 10 people, on average, identifying as Aboriginal – this in comparison to the state average of 3.6 per cent. The region supports a wide range of industry, including mining, agriculture, aquaculture and tourism. Mining is the predominant sector in the central and northern parts of the region, with a well-established agricultural sector in the south.

### About the WA Country Health Service

#### Our Strategic Priorities



#### 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.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Health Promotion Officer - Goldfields	Position Number: 607965	Classification: HSO Level G5
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## Directorate Overview

Provides a range of community-based health services across the region. This multidisciplinary service includes: Allied Health, Community Health, Health Promotion and Public Health teams. These teams work in partnership with other WACHS departments and external service providers to deliver services across the entire continuum of care that aim to improve equity and access to health.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

## Position Details

Position Number:	607965	Registration Date:	September 2021
Classification:	HSO Level G5	Location:	Kalgoorlie
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Regional		

## Position Overview

In collaboration with key stakeholders and the management, develops, plans, implements and evaluates culturally appropriate health promotion programs within the Goldfields region to address local, state and commonwealth population health priorities.

## Reporting Relationships

### Responsible to:

601186: Senior Health Promotion Officer



### This position:

607965: Health Promotion Officer - Goldfields  
HSO Level G5



### Positions under direct supervision:



### Other positions reporting to this position:

607965: Health Promotion Officer  
615323: Health Promotion Officer



## Key Duties/Responsibilities

### 1. PROGRAM DEVELOPMENT, IMPLEMENTATION AND EVALUATION

- 1.1. Participates in strategic and operational planning processes that impact on health promotion, as appropriate.
- 1.2. Plans, develops, implements and evaluates sustainable population-based health promotion activities and programs in collaboration with the line manager and key stakeholders.
- 1.3. Utilises relevant literature and community/stakeholder feedback to improve evidence-based practice, assess community needs and identify service gaps and inform health promotion activities within the Goldfields region.
- 1.4. Assists organisations and community groups to plan, develop, implement and evaluate health promotion programs.
- 1.5. Supports the work of others involved in regional and state-wide population health programs.
- 1.6. Responds to requests for information and assists in the development of education, resources and promotional strategies for health promotion activities and programs.
- 1.7. Provides regular reports on health promotion activities and programs to management, other staff members, key stakeholders and the community as required.
- 1.8. Prepares funding submissions and health promotion research proposals in consultation with senior staff, key organisations and community groups.
- 1.9. Support local implementation of DOH state-wide health promotion campaigns in line with current WA Health strategic frameworks.

### 2. CAPACITY BUILDING AND ADVOCACY

- 2.1. Conducts education and training sessions relating to planning, implementation and evaluation of health promotion programs for health and other professionals, community agencies and other relevant organisations.
- 2.2. Organises workshops, community meetings and presents education sessions, seminars, and conference papers.
- 2.3. Prepares publicity / media materials and assists with publicising designated health promotion issues and programs, as required.
- 2.4. Acts as an advocate for local population health issues, in consultation with management.

### 3. LIAISON AND PARTNERSHIPS

- 3.1. Liaises, collaborates, builds and maintains effective partnerships with health, education and community agencies and other key stakeholders in the promotion of health within the Goldfields region.
- 3.2. Represents Population Health Goldfields on health promotion program committees, local committees and related working groups.
- 3.3. Develops and maintains links with regional and state service providers to support the provision of coordinated health promotion initiatives.

### 4. OTHER

- 4.1. Positively participates and promotes the multi-disciplinary team approach within the region.
- 4.2. Participates in quality improvement activities.
- 4.3. Participates in performance development and undertakes appropriate professional development activities.
- 4.4. Other duties as directed.



## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Demonstrated and applied understanding of health promotion principles and strategies including needs assessments.
2. Demonstrated experience in developing, planning, implementing and evaluating health promotion programs.
3. Demonstrated interpersonal skills and ability to work collaboratively with stakeholders and local communities.
4. Sound computer literacy skills and demonstrated ability to use programs such as Microsoft Word, Outlook, Excel and PowerPoint to present relevant population health information.
5. Demonstrated ability to work within a multi-disciplinary team and as an individual within a team.
6. Well-developed written and verbal communication skills including consultation, liaison, negotiation and report writing skills.
7. Current WA C or C-A Class driver's licence and ability to travel within the region.

### Desirable

1. A tertiary qualification in a health promotion or a health, education or social science related discipline.
2. 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.

## Appointment Pre-requisites

Appointment is subject to:

- 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 or other specialised licence class
- Ability to travel within the region as required including overnight stays

WA Country Health Service –  
GOLDFIELDS

3 September 2021

REGISTERED  
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