



HSS REGISTERED

Senior Health Promotion Officer

Position Details

Position Number: CG008797
Classification: G-6
Agreement: Health Salaried Officers Agreement
Directorate: Mental Health, Public Health, Dental Services
Department: Health Promotion
Location: Wembley

Reporting Relationships

This position reports to:

006148	Manager Health Promotion	HSO G-8
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Positions under direct supervision:

Nil

Primary Purpose of the Role

Leads and manages allocated health promotion programs in North Metropolitan Health Service (NMHS) service wide. Coordinates the planning, implementation, evaluation and reporting of interventions. Provides leadership in the development of partnerships within communities and with other key stakeholders.



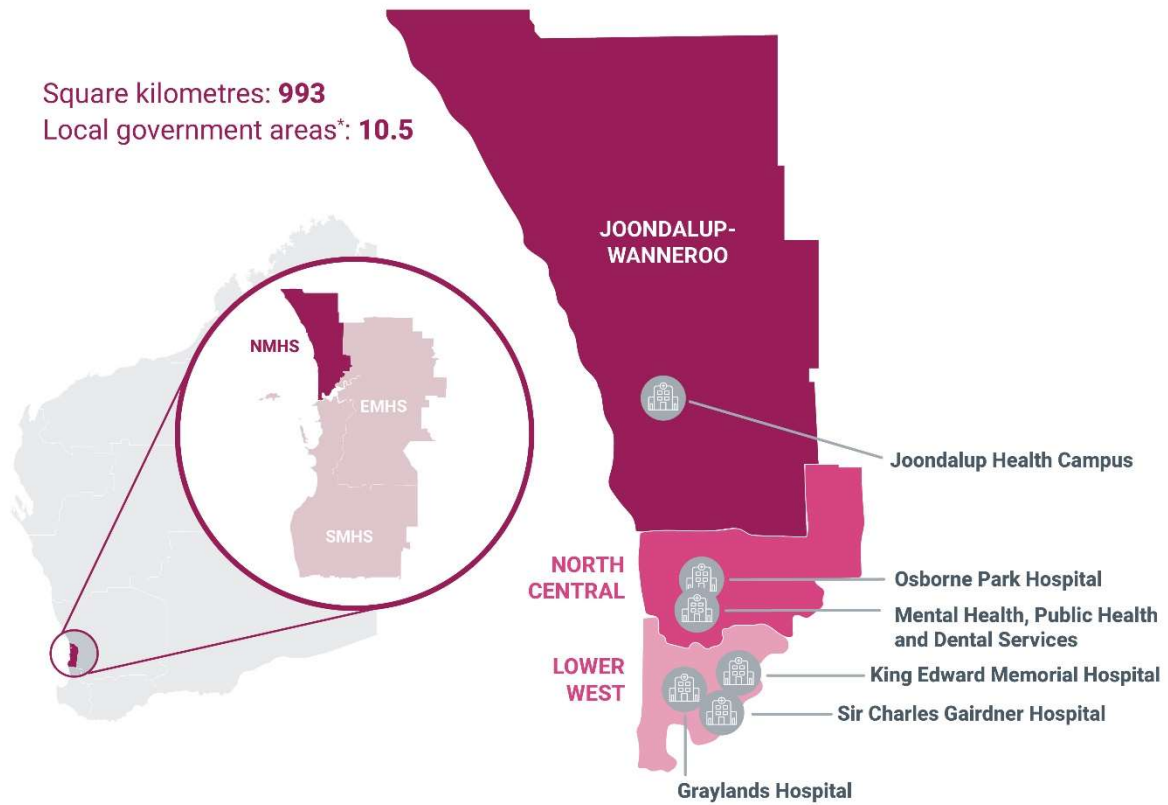
Vision

A trusted partner, delivering excellent health care for our people and our communities.



Mission

To promote and improve the health of our people and our communities.



North Metropolitan Health Service

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



Our values



Care

We show empathy, kindness and compassion to all.



Respect

We are inclusive of others and treat everyone with courtesy and dignity.



Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



Teamwork

We work together as one team in a spirit of trust and cooperation.



Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



Enabling healthy communities

We build healthy and engaged communities



People-centred care

We will place our consumers' and their carers' best interests and experience at the core of all we do



Integration and connection

We will build strong connections and partnerships



Innovation and adaptive models of care

We will use research and technology to improve outcomes



Trusted, engaged and capable people

We will invest in our people and our culture



Sustainable and reliable

We will reduce harm, waste and unwarranted variation



Key Accountabilities

1. Program delivery

- 1.1 Collates, assesses, interprets and reports on public health data and other intelligence and translates it into effective health promotion interventions.
- 1.2 In consultation with the Manager Health Promotion and key stakeholders, leads planning, implementation and evaluation of local health promotion programs consistent with local, state and national priorities.
- 1.3 Develops effective partnerships with relevant stakeholders to build local support for action on health promotion priorities.

2. Leadership

- 2.1 Leads the development of organisational policies and procedures that support health promoting behaviours.
- 2.2 Assists in building the capacity of key partners and community groups to address priorities using a range of approaches including training and skill development and preparing funding submissions.
- 2.3 Provides representation on relevant working parties and committees both internal and external to the health service.
- 2.4 Supervises tertiary students, volunteers and graduates.

3. Research and Evaluation

- 3.1 Keeps abreast of the latest research to inform local health promotion practice.
- 3.2 Evaluates and reports on health promotion policy and program activities and outcomes.
- 3.3 Undertakes approved research related to the health needs of the community.

4. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

- 4.1 Reflect the NMHS values in the way you work, behave and make decisions.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.



Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Substantial experience in planning, implementation and evaluation of health promotion programs.
2. Demonstrated experience in the effective application of health promotion concepts and principles.
3. Demonstrated project management skills.
4. Ability to critically analyse intelligence from various sources to inform health promotion interventions.
5. High level communication skills, including written and verbal skills.
6. High level interpersonal skills, including facilitation, negotiation and stakeholder engagement.
7. Current "C" or "C.A." class driver's licence.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications in health promotion or public health.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current "C" or "C.A." class driver's licence.
- Provision of the minimum identity proofing requirements.
- 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:
Date:

Position Occupant

Name:
Signature:
Date:

Created on February 2022

Last Updated on February 2022

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