



HSS REGISTERED JUNE 2022

Health Promotion Officer

Position Details

Position Number: 006110
Classification: G-5
Agreement: Health Salaried Officers
Directorate: Mental Health, Public Health and Dental Services
Department: Health Promotion
Location: Perth

Reporting Relationships

This position reports to:

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

Nil

Primary Purpose of the Role

Works collaboratively with communities, other organisations and health professionals to plan, implement and evaluate health promotion programs at a service-wide level. Works with the health promotion team to ensure strategic alignment of programs and ensure practice is underpinned by sound population health and health promotion principles and priorities, in order to have the greatest impact on the health of the community. Works to build the capacity of other health professionals and the community to implement health promotion initiatives.



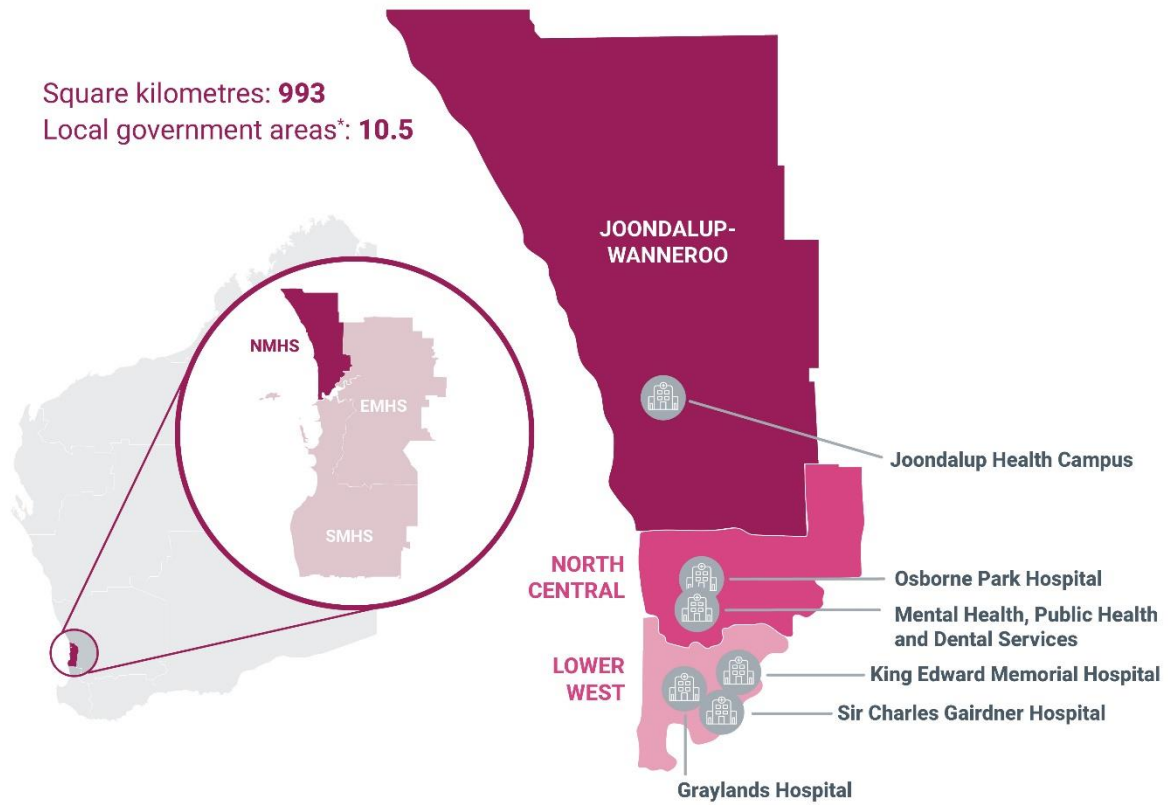
Vision

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:

<p>Enabling healthy communities We build healthy and engaged communities</p>	<p>People-centred care We will place our consumers' and their carers' best interests and experience at the core of all we do</p>
<p>Integration and connection We will build strong connections and partnerships</p>	<p>Innovation and adaptive models of care We will use research and technology to improve outcomes</p>
<p>Trusted, engaged and capable people We will invest in our people and our culture</p>	<p>Sustainable and reliable We will reduce harm, waste and unwarranted variation</p>



Key Accountabilities

1. Program Delivery

- 1.1 Develops, plans, implements and evaluates sustainable health promotion programs in response to community needs and in consultation with community members and service providers within the North Metropolitan Health Service (NMHS).
- 1.2 Networks with government and non-government professionals and community organisations to ensure inter-sectoral support for the development and delivery of health promotion initiatives.
- 1.3 Ensures health promotion programs are consistent with the needs of the local community, the strategic direction of the service and where appropriate reflect State and National priorities.
- 1.4 Prepares implements and documents appropriate evaluation strategies as required to ensure evaluation is conducted for health promotion programs.

2. Capacity Building

- 2.1 Assists in building the capacity of the NMHS to undertake health promotion by facilitating the development of health promotion skills in health service staff and in partners external to the health service.
- 2.2 Provides health promotion consultancy for other health providers and community organisations and agencies within the NMHS.
- 2.3 Promotes, develops and maintains effective liaison with community members and groups, local service providers and the appropriate officers within government departments, non-government agencies and other organisations.
- 2.4 Identifies funding opportunities (internal and external) and prepares or assists in preparing funding submissions for health promotion projects, within health service policy and guidelines.
- 2.5 Supervises tertiary students, volunteers and graduate trainees.

3. Research and Evaluation

- 3.1 Collects analyses and disseminates qualitative and quantitative data to assist with the planning and evaluation of health promotion programs.
- 3.2 Undertakes relevant needs assessment/research studies to provide information for use in planning, developing and implementing health promotion programs.

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. Demonstrated experience in health promotion program planning, development, implementation and evaluation.
2. Demonstrated knowledge and understanding of the contemporary theoretical frameworks and methodology which guide health promotion professional practice including community development.
3. Well-developed interpersonal, negotiation and consultation skills, including skills in verbal and written communication.
4. Experience working collaboratively with the community, partner organisations, professional groups and individuals.
5. Demonstrated research, conceptual and analytical skills.
6. Current “C” or “C.A.” class driver’s licence.

Desirable Selection Criteria

1. Tertiary qualifications in health promotion, health science, behavioural or social science.
2. Experience in cross-cultural settings and/or with groups identified as having special needs.
3. 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.
- Current “C” or “C.A.” class driver’s licence.

Certification

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

Manager/Supervisor	Dept./Division Head	Position Occupant
Name:	Name:	Name:
Signature/HE:	Signature:	Signature:
Date:	Date:	Date:

Created on February 2022

Last Updated on February 2022

