



HSS REGISTERED

Health Promotion Coordinator

Position Details

Position Number: 006037
Classification: G-7
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:

Health Promotion Officers G-5

Primary Purpose of the Role

Assists the Manager Health Promotion to coordinate, plan, implement and evaluate health promotion interventions in the North metropolitan Health Service (NMHS) catchment area. Assists to determine the strategic direction for health promotion for the NMHS. In collaboration with Health Promotion team members, implements agreed programs and provides leadership to teams formed to implement those programs. Monitors, evaluates and reports on activities and outcomes. Consults with government departments, non-government organisations and the community to ensure intersectoral support for health promotion initiatives.

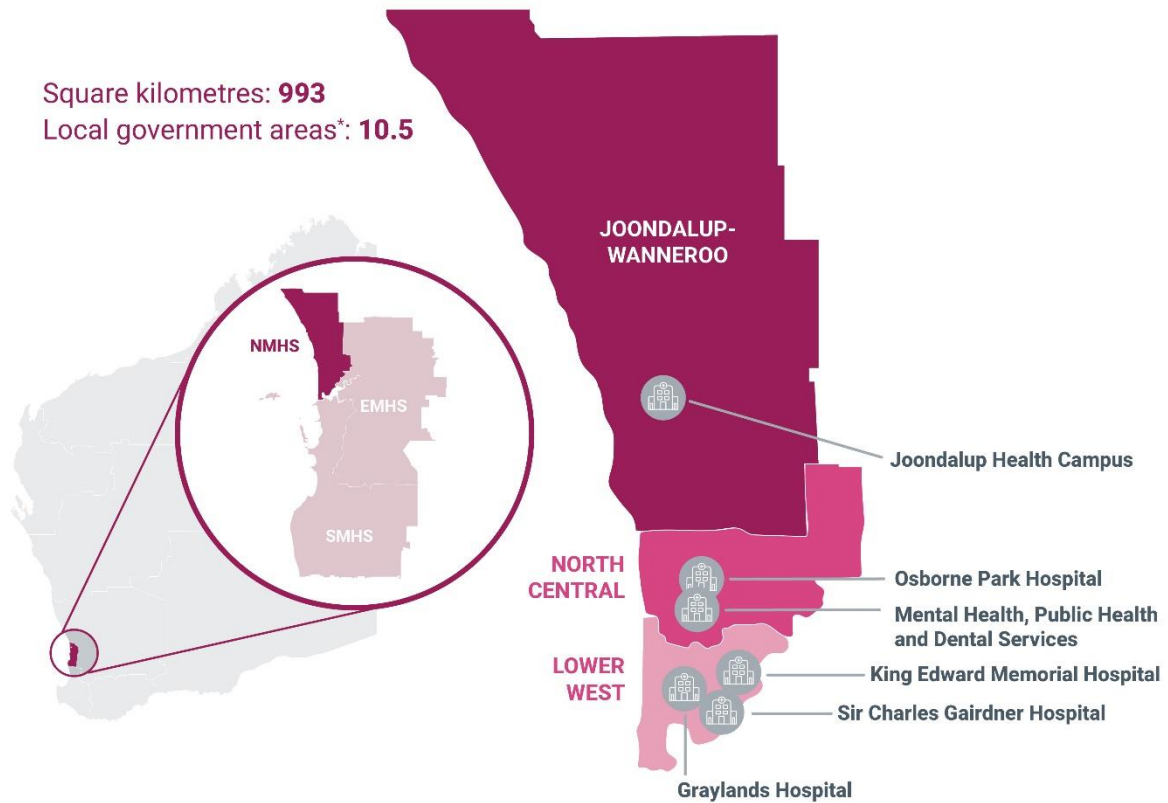
Vision

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. In consultation with the Manager Health Promotion, team members and key stakeholders, takes a leading role in planning, implementing and evaluating health promotion interventions in the north metropolitan population.
- 1.2. Evaluates and reports on program activities and outcomes.
- 1.3. Provides support and guidance to health service staff, other government and non-government organisations in their health promotion planning, implementation and evaluation.
- 1.4. Provides advice to Health Promotion team members and key stakeholders ensuring consultations and programs are appropriate to specific population groups within the region.
- 1.5. Undertakes research related to the health needs of the community.

2. Leadership

- 2.1 In consultation with the Manager Health Promotion and key stakeholders, assists in determining health promotion priorities for the team and preparing business plans.
- 2.2 Provides advice to the Manager Health Promotion in relation to community needs that may have budgetary implications.
- 2.3 Collaborates with the Manager Health Promotion and the Health Promotion team to ensure health promotion priorities and activities are achieved.
- 2.4 Takes a leading role in increasing community awareness of the determinants of health and priority health issues within the community.
- 2.5 Supervises Health Promotion Officers, tertiary students, volunteers and graduate trainees.

3. Liaison and Partnerships

- 3.1 Facilitates liaison and develops effective working relationships with government and non-government organisations and the community to ensure the delivery of integrated community and population health programs within the service area.
- 3.2 Provides representation on relevant working parties and committees both internal and external to the health service.
- 3.3 Initiates and maintains stakeholder participation in programs to improve outcomes within 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 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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. Tertiary degree qualification in health promotion, health science, behavioural or social science or relevant experience.
2. Significant relevant experience in planning and implementing health promotion interventions, including effective application of health promotion principles and methods.
3. Substantial experience in program evaluation and knowledge of health research methods.
4. Demonstrated ability to work collaboratively with the local community, government and non-government service providers.
5. Demonstrated high level written and verbal communication skills.
6. Well-developed conceptual, analytical and problem solving skills.
7. Ability to lead and manage a program team.
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. Possession or progression towards post graduate qualifications in health promotion or public health.
2. Knowledge of past and current issues affecting Aboriginal and Torres Strait Islander peoples and culturally and linguistically diverse populations.
3. Current "C" or "C.A." class drivers licence.

Appointment Prerequisites

Appointment is subject to:

- 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:

Last Updated on August 2022

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