

## Position description

<b>Position title:</b>	Community and Health Professionals Project Officer
<b>Employer:</b>	Jean Hailes Foundation
<b>Incumbent:</b>	
<b>Location:</b>	East Melbourne
<b>Supervisor/Manager:</b>	Public Health and Education Manager
<b>Date:</b>	September 2020

### Background

Jean Hailes for Women's Health (Jean Hailes) is a national not-for-profit organisation dedicated to improving the knowledge of women's health throughout the various stages of their lives, and to provide a trusted world-class health service for women.

We combine research, clinical care and practical education for women and health professionals. Our key point of difference is the translation and dissemination of research and medical evidence into easy to understand health information, delivered in multiple ways, to suit our audiences.

Our aim is to inspire confidence to create a healthier future for all women.

### Department

The Public Health and Education Team is responsible for:

- Planning, developing, delivering and evaluating education outputs for Jean Hailes
  - Ensuring the latest, high quality, evidence-based information is available to all women in appropriate formats
  - Incorporating the knowledge and expertise of the clinical staff into Jean Hailes education
  - Reviewing and evaluating all public facing education to ensure accuracy, accessibility and diversity-responsiveness
- Liaison with state/territory and federal governments, health professional peak bodies, consumers/community representatives and other key stakeholders

### Summary of position

The Community and Health Professionals Project Officer will work closely with the Public Health and Education Manager, team members within Jean Hailes, and external stakeholders to develop and deliver projects designed to improve knowledge and skills in women's health for clinicians and women across Australia.

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### Key job requirements, responsibilities and ongoing performance indicators

#### Project Management

- Liaise with Jean Hailes clinicians and external experts to develop and review health professional and consumer resources (e.g. on sexual and reproductive health)
- Work closely with other project officers within the Public Health and Education team to develop and deliver an online presentation library on women's health for community, ensuring adherence to best practice health literacy principles including diversity responsiveness
- Work closely with the Media and Communications team to manage translation deliverables for Jean Hailes' NHMRC research partners, including the development of resources and other communications
- Support work on the annual national Women's Health Survey, including plans to increase the diversity of respondents to and build partnerships with key organisations within the sector.

#### Research, policy and planning

- Support work to progress the Women's Health Policy Alliance, including facilitating workshops and distilling key policy messages into clear briefings, submissions and reports
- Work with the Health Professionals Project Officer to create an analysis of effective health professional engagement and education methods
- Scope feasibility of new projects on workplaces and stigma in women's health, including leading environmental scans and literature reviews for existing work and policy positions to inform recommendations for approach.

#### General

- Identify and pursue opportunities for funding for key projects and priorities within the Public Health and Education team
- Support the Public Health and Education Manager with stakeholder engagement and planning as required
- Represent Jean Hailes at external events, networks and forums
- Administrative support for projects and events as required
- Respond directly to enquiries from external stakeholders including the public
- Support team members and other projects as required.

### Statutory & policy responsibilities

- (i) Relevant government policies
  - a. N/A
- (ii) Relevant codes of conduct
  - a. N/A

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- (iii) Specific legislation
  - a. N/A

## People Responsibilities

N/A

## Requirements of position holder

### Education level

- A relevant tertiary qualification in public health or health promotion, social studies or education

### Experience

- 3+ years working in public health or health promotion for community and health professionals
- Demonstrated project management skills including planning, implementation, quality assurance and evaluation
- Demonstrated experience in working with diverse audiences and the practical application of an intersectional approach to projects
- Demonstrated experience translating research or evidence for a lay audience, and applying best practice health literacy principles to projects and outputs
- Experience supporting research and policy initiatives including conducting research and literature reviews, and assisting in the production of policy materials such as summarising research, creating briefings or analysing data from consultations.

### Organisational knowledge

- Knowledge of women's health, health promotion principles and health literacy
- Knowledge of intersectionality and how to apply this approach to projects.

### Communication/interpersonal skills

- Values collaboration, self-improvement and growth
- Demonstrated ability to participate positively in a team
- Develops effective and collaborative working relationships with all key internal stakeholders as well as external partners and suppliers
- Demonstrates excellent written communication skills including a mastery of grammar and proofreading.