

## Position description

<b>Position title:</b>	<i>Health Promotion Officer</i>
<b>Salary:</b>	<i>Dependant on qualifications and experience</i>
<b>Classification:</b>	<i>SACS Level 3</i>
<b>Award:</b>	<i>Community Health Centre (Stand Alone Services) Social and Community Service Multi Enterprise Agreement 2017</i>
<b>Hours:</b>	<i>76 hours per fortnight (or 80 hours per fortnight with an ADO every four weeks)</i>
<b>Position tenure:</b>	<i>Permanent ongoing role</i>
<b>Remuneration benefits:</b>	<ul style="list-style-type: none"> <li>• <i>9.5% Superannuation</i></li> <li>• <i>Salary Packaging (including novated leasing)</i></li> <li>• <i>Access to discounted private health insurance</i></li> </ul>
<b>Work unit / location:</b>	<i>Glen Waverley</i>
<b>Reports to:</b>	<i>Manager Prevention and Partnerships</i>
<b>Responsible to:</b>	<i>Assistant Manager Prevention and Partnerships</i>
<b>Program:</b>	<i>Prevention and Partnerships</i>

### A note on Link Health and Community and Latrobe Community Health Service



*Link Health and Community is owned and operated by Latrobe Community Health Service. This role operates under the Link Health and Community brand. However, Latrobe Community Health Service is the employer.*

### Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

You'll feel recognised and valued, knowing you, your talents and efforts are important. Role and career progression opportunities are available because our managers take particular notice of personal development, such as assessing how your abilities might be applied in future roles and responsibilities.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. You'll feel confident that the talents and personal efforts so valuable to you are being

meaningfully applied in worthwhile ways. You will draw pride from being part of an organisation focused on outcomes, not outputs.

You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

<b><i>Scope of role</i></b>
This role as a Health Promotion Officer involves being responsible for driving and influencing a systems-thinking approach to health promotion. This position directly involves looking at structures, processes and principles which have influence and includes all parts and components of the system to create collaborative change, build environments that are conducive to good health and wellbeing and enables the community to enjoy a healthier lifestyle in the eastern Melbourne, a place where they work, live, learn and play.

<b><i>Key objectives, duties and responsibilities</i></b>
<b>First area of duties</b> <ol style="list-style-type: none"><li>1. Identify the support needed to build the capacity of communities, stakeholders and individuals to lead systems change efforts.</li><li>2. Work across the system to understand and explore the community's health and wellbeing needs.</li><li>3. Create collaborative ways of working with stakeholders across the entire system, utilising a collective impact framework.</li><li>4. Utilise a place-based approach to address determinants of health.</li><li>5. Apply an equity lens to all work and initiatives.</li><li>6. Develop system change indicators that align with Victorian Public Health and Wellbeing outcomes framework.</li><li>7. Contribute to the planning, implementation and evaluation of the Integrated Health Promotion Plan.</li></ol>

### Selection criteria:

Applicants must address the selection criteria for consideration.

1. Demonstrate an understanding of health promotion core competencies, complex systems theory and working from a place based approach.
2. Demonstrate ability to build rapport and work collaboratively with stakeholders.
3. Demonstrate effective communication skills with the ability to influence stakeholders and key components and people in the system.
4. Use best practice and evidence based models to understand the system, identify leverage points and opportunities to innovate.
5. Demonstrate attributes of being a leader in change that include motivational and capacity building strategies.
6. Excellent written and report writing skills.
7. A demonstrated commitment to an equity lens that ensures all in the community have an opportunity to reach their full health and wellbeing potential based on health determinants e.g.: health literacy, cultural and gender diversity.
8. Have a flexible approach to work, with the ability to question and reflect on own practice that supports practice improvements.

### Job requirements:

Applicants must meet the following job requirements:

#### Mandatory

1. Tertiary qualification or postgraduate degree in health promotion, public health or related field.
2. Current and or previous demonstrated experience in a health promotion or project role.
3. Current Victorian driver's license.

#### Organisation Requirements

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
3. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

*We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.*

<b>Approved (Job title):</b>	Executive Director Aged and Community Care
<b>Date:</b>	8 February 2021

***Incumbent statement***

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:     /     /