



## **Health Promotion and Research Officer**

**Temporary with possible permanency**

**Full time with part time options considered.**

### **Job Description**

Women's Health Matters (incorporated as Women's Centre for Health Matters Inc.) is an independent, non-partisan think tank that works to improve the health and wellbeing of women in the ACT and surrounding region, especially those experiencing disadvantage and vulnerability.

WHM's core business is evidence-based social research, policy development, advocacy and health promotion. We identify current and emerging health and wellbeing issues impacting all women in the ACT and surrounding region and develop evidence-based solutions to close the gaps.

WHM is the voice for women's health and wellbeing in the ACT. Our local research, evidence and data (informed by women for women) is used by decision makers to be more responsive to the needs of women and to improve the health and wellbeing of women in the ACT.

Our guidance supports ACT women to make informed health and wellbeing choices and to understand how to access appropriate gender-sensitive services and information in the ACT.

#### **Position overview**

The Health Promotion and Research Officer role(s) are critical for fulfilling WHM's core business, through conducting social research and health promotion activities within a social determinants of health framework.

The position works in a small team environment under the general direction of, and is responsible to, the Chief Executive Officer (CEO).

This position is temporary for minimum 3 months while a review of WHM structure and positions is underway. There is the possibility of extension and permanency subject to progress and outcomes of the review.

The position is full time with flexible working arrangements. Part time options will be considered.

The salary will be paid at the Social, Community, Home Care and Disability Services Industry (SCHCaDS) Award 2010 level 6.1 with Equal Remuneration Order arrangements (with superannuation paid in addition). As an endorsed not-for-profit DGR organisation, the taxation laws provide tax concessions to Women's Health Matters, including an exemption from Fringe Benefits Tax that enables salary sacrifice provisions.



It is a genuine occupational qualification to be female for this position.

Health Promotion and Research Officers are responsible for:

- Working with partners to undertake health promotion and research activities in line with the purpose, mission and values of WHM.
- Planning and execution of social research including choice of appropriate research methodology, data collection, analysis and reporting appropriate to WHM audiences.
- Planning, development, implementation and evaluation of WHM health promotion initiatives to improve the health and wellbeing of ACT women.
- Fostering relationships and partnerships with community groups, businesses, and government agencies to better understand local women's health and wellbeing needs.
- Contributing to community and health service capacity building—for example, through assisting community groups in planning, developing, maintaining and evaluating community resources, programs and supports to enhance women's health and wellbeing, and coordinating meetings, forums and events.
- Raising consumer awareness about women's health and wellbeing issues and the work of WHM,
- Advocating for the health and wellbeing needs of ACT women, through participation in advisory groups and consultation processes on behalf of WHM and preparation of written submissions.
- Undertaking project specific tasks as directed.
- Keeping up-to-date with research, best practice, community initiatives and emerging issues within the women's health and wellbeing agenda.
- Building organisational knowledge and capacity by providing advice and support to other staff and placement students as required.
- Contributing to the governance, strategic planning and other activities of WHM.
- Representing WHM as required.



## Selection Criteria

### Essential Criteria

1. A tertiary degree in Health Promotion, Public Health, Social Work or other relevant qualification and at least two years of relevant experience in health or social policy, health or social research, women's health, advocacy or health promotion.
2. Understanding of women's health and wellbeing issues and the social determinants of health, and the need for a gendered approach to Health Promotion focussing on women.
3. Demonstrated knowledge or experience in:
  - a. Health promotion; including planning, developing, implementing and evaluating health promotion initiatives, or
  - b. Health or social research; including planning, literature review, data collection, analysis, reporting and presentation of research findings.
4. Excellent verbal and written communication skills; including the ability to communicate health and research data in a clear and impactful way appropriate to the audience.
5. Relevant experience in policy development, analysis and advocacy.
6. Proven ability to establish and build good stakeholder relationships and work collaboratively to achieve outcomes.
7. A commitment to the mission, values and vision of Women's Health Matters which includes working within a feminist framework and a social determinants model of health.

### Highly Desirable Criteria

1. Current Driver's Licence
2. Digital and data literacy
3. Experience in the community for-purpose sector.
4. Data visualisation skills
5. Experience in event management and coordination.