

<b>Title</b>	<b>Health Promotion Officer</b>
<b>Classification</b>	SCHADS Level 4
<b>Team</b>	Health Promotion
<b>Work location</b>	Position based at 47 Myers St Bendigo with work from home flexibility offered.
<b>Employment</b>	Full time (1.0 EFT), fixed term 12-month contract
<b>Remuneration</b>	\$88,153 per annum pro rata, \$44.58 per hour plus superannuation and annual leave loading
<b>Reports to</b>	Health Promotion Manager
<b>Probation</b>	3 months

### **OUR VISION**

Equity in health and wellbeing for women in the Loddon Mallee region

### **OUR PURPOSE**

Lead cultural and structural change to improve women's lives based on a deep understanding of women's experiences and stories.

### **OUR VALUES**

Respect, Courage, Diversity

### **1. EMPLOYMENT CONDITIONS**

This position is remunerated according to the Social, Community, Home Care and Disability Services (SCHADS) Industry Award 2010 Level 4 - pay point 1.

Women's Health Loddon Mallee (WHLM) offers employees the opportunity of salary packaging. Salary packaging is subject to legislative requirements and in accordance with WHLM's policy. As WHLM is a not-for-profit organisation, you can elect to salary package up to \$15,900 per year in living expenses and salary package meals entertainment up to \$2650 per year.

Successful applicants will be required to:

- Sign a Privacy and Confidentiality Agreement and abide by WHLM Code of Conduct
- Provide a current Criminal History Check and Working with Children Check
- Hold an unrestricted Victorian Driver's Licence.

### **2. ORGANISATIONAL CONTEXT**

Women's Health Loddon Mallee was established in 1989 as the regional women's health service in the rural Loddon Mallee region. We are a not-for-profit (for purpose) health promotion charity run by women for women. Working within a feminist framework WHLM addresses the cultural and structural causes of gender inequalities impacting the health and wellbeing of women in the region.

WHLM focuses on the role of gender regarding traditional roles and stereotypes that lead to disadvantage, discrimination, and violence against women. WHLM are invested in advocating for positive change for all women and girls across the Loddon Mallee Region through research, advocacy for systemic change, training, and external capacity building.

Our six priority areas are Advancing Gender Equality, Improving Sexual and Reproductive Health, Primary Prevention of Violence Against Women, Improving Women's Mental Health and Wellbeing, Women in a

## POSITION DESCRIPTION

Changing Society and Chronic Disease Prevention.

WHLM encompasses the municipalities of Macedon Ranges, Mount Alexander, Central Goldfields, Bendigo, Loddon, Campaspe, Gannawarra, Buloke, Swan Hill and Mildura.

### 3. POSITION SUMMARY

Working within an interdisciplinary approach to health promotion, the Health Promotion Officer (HPO) supports the delivery of tailored programs and initiatives that work towards improving health outcomes for women in the Loddon Mallee region. This position will contribute to the planning, development, implementation, monitoring, and evaluation of strategies that support WHLM's Strategic and Health Promotion plans.

Reporting to the Health Promotion Manager, this position is part of the Health Promotion Team that uses a primary prevention approach to undertake work across all six priority areas.

### 4. POSITION OBJECTIVES

The Health Promotion officer will:

- Apply **health promotion** principles and community development practices, that successfully contribute to WHLM's Integrated Health Promotion (IHP) and Strategic Plan objectives.
- Support the development and implementation of **projects planning, monitoring, reporting and evaluation**.
- Collaborate and engage stakeholders to build and sustain effective networks and strategic **relationships and partnerships** with key stakeholders.
- Through **capacity building**, enhance the skills, knowledge and resources of individuals or organisations.

### 5. KEY RESULT AREAS

#### HEALTH PROMOTION

- Apply evidence-based knowledge of women's health and health promotion, incorporating key health promotion theories, social determinants, and gendered perspectives into practice
- Provide both theoretical and practical understanding of population health, gender equity, intersectionality, and community development approaches.
- Support the coordination, review and delivery of health education as required including the planning, facilitation, and evaluation of regional Communities of Practice, workshops, and events.
- Contribute to the development of evidence-based resources.
- Provide evidence-based advice on women's health and promote gender equality and wellbeing for women of all ages living in Loddon Mallee.
- Effective interpersonal, group and public communication and effective written, oral and information technology communication skills with the ability to present complex ideas clearly to diverse audiences.

#### PROJECT PLANNING, MONITORING, REPORTING & EVALUATION

- Contribute to project planning, implementation, evaluation, and monitoring and reporting processes to comply with funding-body requirements.
- Contribute to the development and implementation of the WHLM IHP plan as required.
- Plan on the progress of program implementation, evaluation, and outcomes of WHLM's health promotion plan.
- With support from the Senior Health Promotion Coordinator and Health Promotion Leads monitor programs and adjust objectives and strategies based on the analysis of evaluation data.

## POSITION DESCRIPTION

- Collect, review and critically analyse relevant data, literature, and local, state, and national plans, policies and resources to inform health promotion action.
- Develop clear and purposeful written communication including internal reports, program plans and program update reports tailored for diverse audiences.
- Commitment to teamwork, meeting tight deadlines, and working independently.

### RELATIONSHIPS AND PARTNERSHIPS

- Build and sustain effective networks and strategic relationships with key stakeholders to support collaborative action towards the CARE partnership and other Health Promotion plan project goals.
- Build the capacity of local partners to lead and collaborate on primary prevention activities.
- Represent WHLM in key strategic relationships across the region, including participating in network meetings, coordinating relevant leadership and partner meetings, and keeping stakeholders informed.
- Build and sustain positive working relationships and effective communication with project stakeholders including staff, funding agencies, stakeholder organisations and consultants.
- Role model the desired culture, consistent with WHLM values and behaviours, including the modelling of a practical, proactive and positive approach to health, safety, diversity, inclusion, wellbeing, and environment.

### CAPACITY BUILDING

- Promote the use of women's health information to inform practice, policy, and service development within a social model of health in the Loddon Mallee region. In collaboration with partners, stakeholders, and the team at WHLM, develop, implement, and evaluate internal and external capacity and capability-building initiatives.

## 6. OTHER FUNCTIONS AND RESPONSIBILITIES

All WHLM staff are responsible for undertaking the following tasks/functions:

- Participate in self-directed work teams, with involvement in strategic priorities planning, implementation and evaluation.
- Participate in additional organisational activities where appropriate (i.e., AGM, International Women's Day).
- Actively promote Women's Health Loddon Mallee as an organisation and the values we represent, and advocate for advancing the health and wellbeing of women in the Loddon Mallee region.
- Keep abreast of current and emerging issues for women and those who work with women and identify project opportunities.
- Keep abreast of current and emerging funding opportunities and contribute to WHLM funding submissions where required.
- Participate in the annual performance review process, including the setting of performance measures, professional development plans, and participation in performance appraisal feedback system.
- Collect activity data within agreed frameworks to inform funding agreements and planning processes.
- Develop review, implement and adhere to WHLM policy and procedures, including compliance with legal and OH&S requirements.
- Actively participate in quality improvement and accreditation processes.
- Contribute to the culture of cooperation, collaboration and shared accountability with other staff and Board members.
- Other responsibilities as deemed necessary.
- WHLM is committed to the safety and wellbeing of children and young people

## POSITION DESCRIPTION

### 7. KEY SELECTION CRITERIA

- 7.1. Commitment to WHLM's vision, purpose, and values, including an understanding of, and commitment to, intersectional feminism, gender equity and women's health, safety, and wellbeing
- 7.2. An understanding of health promotion and the social determinants of health, with an understanding of the current issues pertaining to the women's health sector, in particular gender equality.
- 7.3. Excellent written and verbal communication skills, including Information technology.
- 7.4. Proven ability to work independently and within an interdisciplinary team for program planning, implementation, and evaluation in health promotion.
- 7.5. Demonstrated experience in managing health promotion projects.
- 7.6. Excellent organisational and time management skills to handle competing priorities and deadlines
- 7.7. Demonstrated experience in working in partnerships with a broad group of stakeholders with the ability to use influencing skills to lead change on complex and sensitive topics.

### 8. QUALIFICATIONS

- Relevant tertiary qualification in Health Promotion, Public Health, Social or Health Sciences, or other relevant qualification (Graduates encouraged to apply).

### 9. DESIRABLE QUALIFICATIONS AND ATTRIBUTES

- Current or eligible for registration as an IUHPE Registered Health Promotion practitioner
- Experience delivering training with the ability to present complex ideas simply to diverse audiences.
- Living within the Loddon Mallee Region

### 10. KEY BEHAVIOURS

- An understanding of and a commitment to feminist, intersectional and social justice principles
- A commitment to respectful, honest and transparent communication
- A curious, empathic and open-minded attitude
- A proactive self-starter, energetic and driven
- An ability to collaborate in a challenging and rapidly changing environment
- A commitment to continuous knowledge and skill development and to undertake professional development and training relevant to the role and the organisation's needs