

Position Title:	Health Promotion Officer
Grading:	HPO 1-9
Status:	Permanent, Full time, Part time
Location:	Newington, Penrith, Fairfield
Responsible to:	Health Promotion Team Leader
Responsible for:	Not applicable
Collaborates with:	Health Promotion team, Clinical team, Communication and Marketing team, Education team

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. We are committed to excellence in meeting the reproductive and sexual health needs of the community. As an independent not-for-profit organisation, we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals, and lead international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The primary role of the Health Promotion Officer is to deliver high quality health promotion projects to improve the reproductive and sexual health of priority population groups in NSW. The Health Promotion Officer will play an active role in the planning, development, implementation and evaluation of health promotion projects utilising evidence-based frameworks. These projects are diverse and include community-based campaigns, consumer engagement, health information resource production, community education and capacity building. Projects are implemented across NSW; travel across metropolitan Sydney is occasionally required, with less frequent travel to regional NSW.

Selection Criteria

Essential

- Tertiary qualifications in health promotion, public health or related field
- Demonstrated experience in the design, delivery and evaluation of health promotion, health education or community development projects
- Demonstrated understanding of theories and approaches relevant to health promotion, including behaviour change models, co-design principles and trauma informed practice
- Previous experience in working with at least one of Family Planning Australia's priority population groups (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, people with disability and young people)
- Experience in establishing and maintaining relationships with partner organisations and facilitating collaborative action
- Proven strong interpersonal, negotiation, written and oral communication skills, with the ability to communicate across a variety of audiences
- High level ability to manage competing demands and adapt effectively to change
- High level of digital literacy, including proficiency in using collaboration tools, understanding of social media engagement, and ability to locate and evaluate relevant online information
- Must have Australian working rights

Desirable

- Current NSW driver's license
- Understanding of sexual and reproductive health issues as they relate to Family Planning Australia priority population groups
- Family Planning Australia is committed to reconciliation and strongly encourages Aboriginal & Torres Strait Islander people to apply for this position

Other requirements

- A Criminal Record Check and Working with Children Check is required prior to commencement in the role

Values

- Family Planning Australia is a pro-choice organisation – staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption / foster care or abortion.
 - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
 - In this role this means leading and participating in the provision of both medical and surgical abortion services.
- Must have a human rights focus and support the Family Planning Australia values:
 - Compassionate
 - Collaborative
 - Empowerment
 - Bold

Key Responsibilities

Health promotion

- Contribute to the planning, development, delivery and evaluation of comprehensive health promotion programs
- Develop inclusive and accessible health information resources for FPA priority populations
- Facilitate community education workshops, group discussions and one-on-one consultations on reproductive and sexual health topics to diverse audience groups
- Conduct needs analyses to assist in determining priorities for health promotion action
- Actively establish and maintain internal and external partnerships which enhance health promotion activities and facilitate collaborative action
- Support the implementation of strategies to actively involve consumers across health promotion and across the broader organisation, in line with Family Planning Australia's Consumer Engagement Framework
- Provide advice on issues relating to working Family Planning Australia priority population groups both within Family Planning Australia and to other service providers
- Provide timely, high quality reports and other written communication for a variety of audiences
- Represent Family Planning Australia in relevant forums
- Actively participate as a team member in the Health Promotion Team
- Undertake any other duties or projects at the direction of the Executive and/or Manager

Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPA

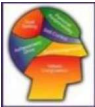
Safety & quality

- Commit to maintain best practice by adhering to the scope of the position and within role boundaries as defined by Family Planning Australia
- Maintain the required qualifications and competencies to deliver high quality services and programs
- Commit to on-going skill development and take responsibility to update knowledge, enhance skills and competencies within the context of the role
- Adhere to Family Planning Australia's defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the role
- Adhere to the Incident Management Policy to report and escalate any issues within the specified time frames
- Commit to share knowledge, and provide support and supervision to less experienced staff

Work health and safety

- All employees are responsible to ensure that they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Intermediate
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Adept
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Adept
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Intermediate
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Intermediate
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management Understand and apply effective planning, coordination and control methods	Adept
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Not applicable
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Not applicable
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Not applicable
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Not applicable

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
