

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Health Promotion Officer	
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 6	
<b>DEPARTMENT</b>	<b>DIVISION</b>
Engaged Communities	Community Wellbeing
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8, 2019	Phoenix Building and Ballarat Community Health (Lucas)

## Position Objectives

The Health Promotion Officer's role is to:

- Facilitate the implementation of actions developed as part of the *Central Highlands Vaping Harm Prevention Project* to:
  - increase awareness of the harms of vaping among young people and the capability to reject vaping,
  - reduce exposure to vaping and vaping products among young people, and
  - increase community capability to address vaping among young people.

## Key Responsibility Areas

- Plan, develop, deliver, and evaluate health promotion programs and activities as part of the *Central Highlands Vaping Prevention Project* in conjunction with stakeholders and project partners.
- Work collaboratively on programs and projects, through the development and strengthening of partnerships
- Undertake stakeholder engagement to ensure a collective impact approach to project development and to ensure children and young people are involved in decisions which affect their health and wellbeing
- Deliver timely reports on projects to ensure partnership agreements are upheld
- Maintain records in accordance with organisational procedures and funding requirements
- Preparation and distribution of written, audio-visual and other material as required
- Participate in networks, forums and conferences as required
- Provide prompt, friendly, knowledgeable and efficient responses to requests, enquiries and complaints by community members
- Undertake general administrative duties as required from time to time
- Other duties as directed within the skills and capabilities of a position at this level.

<b>REPORTS TO:</b>	<b>DIRECT REPORTS:</b>
Health and Wellbeing Planner	NIL
<b>ORGANISATIONAL RELATIONSHIPS</b>	
<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>• Health and Social Planning team</li> <li>• Engaged Communities</li> <li>• Family, Youth and Children's Services</li> <li>• Recreation Services</li> <li>• Environmental Health</li> </ul>	<ul style="list-style-type: none"> <li>• Ballarat Community Health</li> <li>• Grampians Public Health Unit</li> <li>• Sports Central</li> <li>• Western Victoria Primary Health Network</li> <li>• Federation University</li> <li>• Moorabool Shire Council, Hepburn Shire Council</li> <li>• Western Health, Central Highlands Rural Health</li> <li>• Stockland Wendouree</li> <li>• Y Ballarat, Tiny Pride, Ballarat Youth Services Network</li> </ul>

# POSITION DESCRIPTION

- Ballarat and District Aboriginal Co-operative
- Schools, Sports clubs, Community groups
- VicHealth, Quit Victoria

## Accountability and Extent of Authority

- Responsible for managing own work program, whilst ensuring a high level of communication and information flow is maintained between relevant staff, teams and project partners.
- The Officer will be required to deliver projects and undertake tasks in accordance with budget allocations, including working across the Project catchment area (Ballarat, Hepburn and Moorabool shires).
- Authority in accordance with the instructions and delegation from the Manager.

## Judgement and Decision Making

- Considerable autonomy in decision making within approved project documentation and within delegation from the Manager.
- Required to apply analytical reasoning to solve problems and recommend and implement solutions.
- Utilise judgement to prioritise daily routine functions along with specific allocated tasks to achieve work targets.

## Specialist Skills and Knowledge

- Ability to apply relevant community development, health promotion and public health theories and models to design, monitor and evaluate projects.
- Ability to apply community engagement methods to design and implement effective stakeholder and community engagement for the design and implementation of projects.
- Ability to undertake research and analyse quantitative and qualitative data.
- Demonstrated knowledge of administrative systems including well-developed computer skills, and social media for promotions and events.

## Management Skills

- Ability to effectively plan and prioritise project activities to be achieved within a set timeframe.
- Ability to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

## Interpersonal Skills

- Ability to engage and work collaboratively with local community, stakeholders, project partners and colleagues.
- Ability to function as a member of a multi-disciplinary team and build relationships and partnerships.
- Excellent written communication skills, sufficient for writing reports, promotional materials, evaluations and external correspondence.
- Excellent listening and verbal communications skills.

## Qualifications and Experience

- Relevant graduate or post graduate qualifications in health promotion or other relevant public health discipline.
- A sound understanding of and experience in developing, delivering, and evaluating health promotion programs and initiatives.
- Demonstrated understanding of integrated health promotion principles including health equity, place-based approaches and the determinants of health.
- Experience in working individually and collaboratively with others on projects and programs.

## Conditions of Employment

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- Some tasks within this role may require work to be undertaken in the evening or on weekends.
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
- The successful applicant will be required to maintain a current driver's licence.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated experience in project management.
- Strong stakeholder and community engagement skills.
- Ability to effectively plan, manage and prioritise own work with minimum supervision.
- Well-developed written, verbal and interpersonal skills.
- Knowledge and understanding of health and safety issues relevant to the position.
- Demonstrated ability to champion, model and promote the corporate values.

## ACKNOWLEDGEMENT

*Please sign and date to acknowledge you have read and understood this position description.*

Name:	Signature:	Date:
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*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*