

# POSITION DESCRIPTION

<b>Ballarat POSITION</b>	<b>POSITION NUMBER</b>
<b>Health Promotion Officer</b>	<b>1316b</b>
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
<b>Band 6</b>	<b>411711</b>
<b>DEPARTMENT</b>	<b>DIVISION</b>
<b>Engaged Communities</b>	<b>Community Wellbeing</b>
<b>AGREEMENT</b>	<b>LOCATION</b>
<b>Ballarat City Council Enterprise Agreement No. 8, 2019</b>	<b>Phoenix Building</b>

## Position Objectives

- Support improved health and wellbeing outcomes for children and young people of Ballarat through evidence informed initiatives.
- Facilitate implementation of projects developed as part of the VicHealth Local Government Partnership Agreement to improve the physical and mental health of children and young people.

## Key Responsibility Areas

- Plan, develop, deliver and evaluate health promotion programs and activities as part of the VicHealth Local Government Partnership to improve the physical and mental health and wellbeing of children and young people.
- 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.
- Work collaboratively on programs and projects, through the development of partnerships.
- 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.
- Some tasks within this role may require work to be undertaken in the evening or on weekends.
- 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>	
Internal: <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>• Strategic Planning</li> </ul>	External: <ul style="list-style-type: none"> <li>• VicHealth</li> <li>• Community groups and organisations</li> <li>• Schools</li> <li>• Sports Clubs</li> <li>• State Government Departments</li> </ul>

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## 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 teams and officers.
- Required to deliver projects and undertake tasks in accordance with budget allocations.
- Accountable for effectively engaging with stakeholders and providing advice subject to relevant policies, procedures and applicable legislation.
- 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 based on previous experience.
- Utilise judgement to prioritise daily routine functions along with specific allocated tasks to achieve work targets.
- Guidance and advice are usually available from a more senior team member.

## Specialist Skills and Knowledge

- Ability to apply relevant community development, health promotion and disease prevention 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. Familiarity with budgeting techniques would be advantageous.
- 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 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 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 collaboratively with others on projects and programs.
- A satisfactory National Police Check (appointment is subject to the outcome of this check).
- A valid Working with Children Check (or willingness to obtain).
- Current driver's licence.

# POSITION DESCRIPTION

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.

## ACKNOWLEDGEMENT

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

Name:

Signature:

Date:

*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.*