

Eastern Health

POSITION DESCRIPTION

Position Title:	Health Promotion Officer– Grade 3
Award Classification:	Health Promotion Grade 3
Award / Agreement Name:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Position Reports to:	Operational: Manager Community Health Professional: Director of Allied Health

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Grade 3 Health Promotion Officer will be a role model for others, demonstrating superior consolidated skills. They oversee the planning, evaluation and delivery of Eastern Health's commitments for the delivery of our Integrated Health Promotion Plan. They are expected to lead and develop individuals and teams. The worker is also a member of the Community Health Leadership team, contributing to the operations of the wider service in partnership with our community.

The Grade 3 Health Promotion Officer has a key role in integrating best practice evidence with policies, guidelines and local and population health data, stakeholder priorities and translating this into practice. The Worker must have a solid understanding of health promotion theory and practice as well as solid evaluation skills. They must have sound computer skills with the ability to analyse data and write reports for review by the department. This position works in partnership with a range of internal and external stakeholders which facilitate the design and planning of evidence based initiatives for the priority areas.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Clinical Skills

Possesses and consistently applies specialist current health promotion/ management knowledge and skills and applies this to lead and develop individuals and teams in practice.

Indicators

- Demonstrates health promotion expertise with a consulting role to both internal and external customers.
- Demonstrates health promotion expertise through knowledge of research, new developments and evidence-based practice in relevant area of specialisation/ program and related areas and the capacity to implement these in the service.
- Initiates and promotes innovative health promotion service delivery/ practice.
- Demonstrates ability to understand and apply human resources policies in management of staff.
- Understands Eastern Health policies and legislative requirements which impact on wider clinical issues and practices.
- Acts as a role model for staff in promoting professional values and ethics in clinical practice.
- Facilitates and supports change management in a positive and supportive environment.

Communication

Possesses exhibits excellent interpersonal and significant communication skills and the ability to negotiate and consult widely at all levels.

Indicators

- Demonstrates advanced verbal and written communication skills in all professional domains of practice.
- Demonstrates the capacity to liaise with internal and external peers, stakeholders and clients.
- Demonstrates strong partnership development skills.
- Demonstrates proven ability to negotiate conflict resolution.
- Demonstrates timely dissemination of information to and from the team and higher management bodies.

Organisational Skills

Provides leadership and innovation in organisational and time management skills.

Indicators

- Manages and provides assistance to others in prioritisation and completion of tasks such as timely response to requests and completion of necessary statistics/evaluation data.

- Ability to deliver projects and key deliverables within set timeframes.
- Ability to organise staffing, programs and special projects, as delegated.
- Demonstrates ability to understand and apply human resources policies in management of staff.
- Assists in organising/leading recruitment, staff orientation and mandatory training as required/ delegated.
- Assists in monitoring and reflecting on program specific key performance indicators.
- Sound computer skills with the ability to analyse data and write reports

Organisational Knowledge / Development

Possesses a clear understanding of the factors affecting health and healthcare, and applies this knowledge to lead activities and projects which deliver improved services and health outcomes at a campus and Eastern Health level.

Indicators

- Demonstrates a capacity and willingness to deputise for the Team Leader as an active participant in succession planning.
- Demonstrates a capacity to facilitate the strategic direction of Eastern Health, reflecting a clear understanding of the key issues within the public health system.
- Contributes to and demonstrates accountability in the development of the individual department, program/ stream, campus and Eastern Health Innovation and Improvement Plans.
- Actively contributes to preparation for and achievement of Accreditation Standards.
- Identifies and implements quality initiatives, leads team, program, campus multidisciplinary, department and Eastern Health quality activities.
- Fosters leadership in other staff by facilitating their participation in quality activities and other initiatives.
- Develops and reviews discipline specific and multidisciplinary policies and procedures and encourages participation of other staff in this process.
- Applies Eastern Health policies and clinical procedures / guidelines in practice and instill the same principles in others.
- Demonstrates an understanding of financial policies or willingness to learn.

Professional Development and Supervision

Demonstrates a capacity to apply and integrate knowledge from higher level studies into the development and implementation of practice and program initiatives.

Indicators

- Integrates strategic direction with knowledge of gap analysis to plan and implement relevant internal and external professional development activities.
- Acts as a role model in demonstrating a strong commitment to professional development across the department / program, in order to ensure currency of integrated health promotion knowledge.
- Leads and implements a learning culture within the professional department.
- Initiates opportunity for, as well as instills in others, participation in the evaluation of practice.
- Undertakes and ensures the participation of others in a formal supervision process, including annual performance appraisals and a framework for regular structured supervision/mentoring sessions for staff.
- Liaises and seeks supervision from line manager with respect to both department / program strategic direction.
- Liaises and seeks supervision from line manager with respect to own performance management / expectations.
- Oversees the supervision structure for team member including liaison and assistance from professional leads.
- Develops competency within the stream/program
- Work with seniors and managers to ensure succession planning for staff is completed.

Teaching and Research

Initiates, leads and supports other staff in teaching, training and research programs.

Indicators

- Demonstrates an ability to initiate, implement and evaluate research and encourages staff to participate in research and quality projects.
- Promotes an organisational commitment to research and significant quality activities.
- Demonstrates leadership of undergraduate student programs and training.
- Promotes research via publication or presentation at Allied Health forums and encourages other staff to do so.
- Maintains strong links with Eastern Health Professorial staff / units.
- Develops collaborative links with significant teaching organizations and professional bodies in order to facilitate and promote post graduate and undergraduate learning opportunities.
- Demonstrates strong mentoring skills within the multidisciplinary Allied Health team.
- Identify potential for research/quality improvement projects through gap analysis, reflection on evidence based practice and benchmarking.
- Develop strong links with EH research leaders in order to develop research skills and interest in team members.
- Facilitates education and promotes a culture of evidence-based practice and ongoing professional development within the team.
- Participates and actively encourages ongoing development in (stream/area).

Professional Leadership

Demonstrates strong leadership abilities by representation of a campus department or program as well as representation of Eastern Health.

Indicators

- Demonstrates a strong leadership role in one's department / program.
- Demonstrate leadership in staff meetings via identification of relevant issues providing a forum for open communication.
- Displays strong leadership of Allied Health &/or individual discipline as part of working parties, committees and internal / external forums.
- Initiates and promotes innovative service delivery
- Initiates and leads working parties at an Eastern Health level.
- Recognizes and facilitates the process of change within the department / program.
- Acts as a role model for staff.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. ATTACHMENTS

Attachment 1 Key Selection Criteria

10. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- A tertiary qualification in Health Promotion or any other undergraduate or postgraduate qualification relevant to the field of Health Promotion.
- Relevant health promotion and leadership experience.
- Demonstrated ability to integrate best practice evidence with policies, guidelines, local and population health data, stakeholder priorities and translating this into practice
- Extensive experience and/or post-graduate qualifications in the appropriate specialised field
- Experience in supervision of staff and students.
- Experience in leadership of staff, including professional development and supervision.
- Excellent team integration skills.
- Sound knowledge of community organisations and networks.
- Strong computer literacy.

Desirable

- Eligible for Health Promotion Practitioner Registration through the Australian Health Promotion Association
- Post-Graduate qualifications in Health Promotion or Public Health or any other post-graduate qualification relevant to the field of Health Promotion.
- Experience working on healthy eating, physical activity and/or tobacco and e-cigarette prevention initiatives.
- Confidence in public speaking to large groups.
- Experience in clinical education of staff and students.

