

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: HEALTH PROMOTION & COMMUNITY ENGAGEMENT OFFICER

Award:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
Classification:	Classification will be based on qualifications and experience
Site:	This position is primarily based at our Central site, however may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	76 hours per fortnight (1 FTE)
Tenure:	Fixed term until 29 June 2021
Position description developed:	November 2020
Responsible to:	Strategy, Planning and Analysis Team

We want (Vision)

Better health and wellbeing across generations.

We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

We strive for (Values)

- **Integrity**
We are authentic and accountable, and we honour our obligations.
- **Respect**
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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The Role of the Team

The eHealth Promotion Team is responsible for planning, implementing and evaluating strategies to promote health and wellbeing outcomes within the community in partnership with local agencies. The team works closely with internal and external stakeholders, demonstrating initiative, problem solving and a collaborative approach to achieving BCHS Integrated Health Promotion Plan. The team reports to the Senior Advisor – Strategy, Planning and Analysis.

Position Role

This role will:

- Support planning, implementation and evaluation of health promotion strategies and community education in line with the organisational Integrated Health Promotion Strategy 2017-2021.
- Define and develop clear evidence-based health promotion & prevention projects, activities and strategies in consultation with management.
- Effective liaison with local community organisations to develop and /or maintain working relationships.
- Contribute to Integrated Health Promotion reporting and evidence as required.

Position Responsibilities

The responsibilities of the position are:

- Assist in planning, implementation, evaluation and reporting health promotion strategies, in line with BCHS Integrated Health Promotion (IHP) Plan.
- Develop and implement health promotion initiatives/community education.
- Lead multi-media health promotion campaigns.
- Build and maintain partnerships which enhance health promotion initiatives and facilitate collaborative action.
- Manage health promotion projects including working within timeframe and budget constraints.
- Other duties as directed.

Key Selection Criteria

Essential

1. Qualification in Public Health, Health Science or Health Promotion or related discipline.
2. Demonstrated understanding of the social model of health and how to integrate these principles into practice.
3. Demonstrated experience in planning, development, implementation, evaluation and reporting.
4. Demonstrated understanding and knowledge of critical thinking techniques, qualitative and quantitative research methodologies, evidence-based practice and validated evaluation methods.
5. Excellent interpersonal skills and demonstrated capacity to communicate effectively with a broad range of stakeholders and consumers.
6. Ability to work as a member of a team.
7. Intermediate to high level skills in Microsoft Office programs.
8. Current Driver's Licence.
9. Current Working with Children Check.

Desirable

1. Experience working in a similar environment.
2. Intermediate skills in SharePoint.
3. Ability to prepare funding submissions, grant applications and literature reviews.

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Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Deliver and/or demonstrate progression to achieving agreed performance indicators as specified in the 2020-2021 Integrated Health Promotion Plan.
- Show evidence of positive and productive team and individual management.
- Demonstrate the ability to develop quality partnerships with key internal and external consumers and stakeholders.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect that BCHS aims to treat all people with respect, values diverse perspectives and participates in diversity training opportunities.

Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

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Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children to reach their individual potential.

Other Essential Requirements

Staff will:

- Complete all required probity checks BEFORE employment is confirmed.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Receive and comply with the BCHS policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that “Quality is everyone’s business, safety is my responsibility”

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.