

## POSITION DESCRIPTION

<b>Position Title:</b>	Health Promotion and Community Engagement Officer
<b>Award:</b>	Community Health Centre (Stand Alone Services) Social and Community Services Employees Multi-Enterprise Agreement 2022
<b>Classification:</b>	Classification will be based on qualifications and experience
<b>Site:</b>	This position is primarily based at our Central site, however, may be required to work from any BCHS site or outreach location as negotiated.
<b>Hours per fortnight:</b>	76 hours per fortnight (1.0 FTE)
<b>Tenure:</b>	Fixed term for 2 years
<b>Position description developed:</b>	November 2025
<b>Responsible to:</b>	Senior Leader Integrated Health Promotion

### ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

#### VISION

**Better health and wellbeing across generations.**

#### PURPOSE

**Supporting you and your family to live healthy lives.**

#### VALUES

**Lived and Living Experience:** We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

**Equity:** We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

**People:** We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

**Partnership:** We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

**Integrity:** We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

## **TEAM ROLE**

The Health 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 the BCHS Community Health - Health Promotion Plan. The team reports to the Senior Leader Integrated Health Promotion.

## **POSITION ROLE**

The Health Promotion and Community Engagement Officer works within a small team to deliver Community Health - Health Promotion funded work across the Greater Bendigo region, reporting to the Senior Leader Integrated Health Promotion.

This role will specifically focus inwards, delivering health promotion initiatives internally, co-designing resources with BCHS teams to improve health information for clients. The role will build health promotion capability into BCHS client facing teams. Additionally, the role will also lead the community events portfolio and health promotion social marketing / communication plan.

## **POSITION RESPONSIBILITIES**

**The responsibilities of the position are:**

- Plan, implement, evaluate and report on evidenced based health promotion strategies, projects and community education, in line with BCHS Community Health - Health Promotion (CH-HP) Strategy 2025-2029 and subsequent annual plans in consultation with either the Senior Health Promotion and Community Engagement Officer and / or Senior Leader Integrated Health Promotion.
- Lead multi-media health promotion campaigns.
- Provide specialised insight and guidance to BCHS teams to develop co-designed resources for their clients.
- Lead skill development of BCHS team members in CH-HP aligned initiatives specific to their client-base.
- Effectively liaise with local community organisations to build, develop and/or maintain working relationships which enhance health promotion initiatives and facilitate collaborative action.
- Work within timeframes and budget constraints.
- Other duties as directed.

## **KEY SELECTION CRITERIA**

### **Essential**

1. A Bachelor of Public Health, Health Science, Health Promotion or related discipline.
2. A minimum of 2 years' experience working in Public Health, Health Science or Health Promotion or related discipline.
3. In depth understanding of the social model of health and how to integrate these principles into practice.
4. Demonstrated experience in planning, development, implementation, evaluation and reporting.

5. Demonstrated experience in delivering health promotion training and capacity-building sessions to workplace staff and peer networks.
6. Proven understanding and knowledge of critical thinking techniques, qualitative and quantitative research methodologies, evidence-based practice and validated evaluation methods.
7. Demonstrated high level relationships, communication and interpersonal skills and the ability to operate in a collaborative manner within both the organisation and with external partners.
8. Demonstrated ability to work creatively with energy and compassion both autonomously and cohesively with multiple team members and stakeholders.
9. Excellent time management and administration skills.
10. Intermediate to high level skills in Microsoft Office programs.
11. A current employee Working with Children Check and Driver's Licence.
12. A willingness to obtain a satisfactory National Police Check.

#### **Desirable**

1. Experience working with community health priority populations.
2. Experience in coaching students and volunteers.
3. Ability to prepare funding submissions, grant applications and literature reviews.
4. Registered International Union for Health Promotion and Education (IUHPE) Health Promotion Practitioner.

#### **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 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 Community Health – Health Promotion Strategy 2021-2025.
- 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.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

#### **Communication and Teamwork:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.*

- 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.

#### **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 BCHS' values.

#### **Administration and Documentation:**

*Through the use of the 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 teamwork 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.

#### **DIVERSITY AND CULTURE**

BCHS treats all people with respect; values diverse perspectives; provides 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 reach their individual potential.

## **OTHER ESSENTIAL REQUIREMENTS**

### **Staff will:**

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with 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**

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.

