Position Description

Position title: Health Promotion Officer

Location: 125 George St
Doncaster East, Victoria 3109

Hours: 22.5 hours per week

Salary: Social and Community Services Employee – based on expertise and experience
Salary packaging provisions apply.

Accountability: The position reports to the CEO via the Health Promotion Manager

Supervision: The position provides supervision of students

Organisational Context
Women’s Health East is the women’s health promotion agency for the Eastern Metropolitan Region (EMR) of Melbourne. We improve health outcomes for women across the seven local government areas of Yarra Ranges, Knox, Maroondah, Manningham, Monash, Whitehorse and Boroondara. Women’s Health East also influences women’s health and wellbeing at a statewide and national level. Our vision is equality, empowerment, health and wellbeing for all women.

Working within a feminist framework, Women’s Health East (WHE) addresses the social, cultural, economic, political and environmental factors impacting on the health, safety and wellbeing of women in the region. We build the capacity of organisations, services and programs in the region to optimally address issues affecting women.

To achieve this, we partner with state and local governments, health and community organisations, and others with a role in improving health outcomes for women. With a focus on our region we:

- Provide leadership, expertise and support to initiatives addressing our key priorities;
- Facilitate collaborative, integrated responses to our key priorities;
- Implement and support an intersectional approach to women’s health promotion;
- Enhance the capacity of our partners to improve service system access and responsiveness for all women;
- Shape responses to women’s health and wellbeing needs through the translation of evidence into practice, advocacy, consultancy and research;
- Influence public policy and the public discourse on issues relevant to improving health outcomes for women; and
- Deliver training and education programs, opportunities for collective learning, resources and support to build workforce and organisational excellence in women’s health and wellbeing.

Our current health promotion priorities are to Advance Gender Equality, Prevent Violence against Women, and Improve Women’s Sexual and Reproductive Health.

Position Context
This position forms a part of the Health Promotion Team. The team consist of a Health Promotion Manager and Health Promotion Officers.
This position may contribute to health promotion activities across all of our health promotion priorities. The areas of focus of the role are likely to change over time with the changing demands on the organisation.

WHE is leading the implementation of regional focus on the prevention of violence against women through the Together for Equality & Respect Partnership. All team members contribute to this significant piece of work.

The Health Promotion Officer (HPO) will play a key role in the Speaking Out program, although this may only be a short term function of this position. This program aims to effect change in community attitudes and public policy in relation to violence against women and its prevention. The Speaking Out Program trains, enables and supports women who have experienced family violence and/or sexual assault to share their stories with the public through a range of advocacy opportunities such as media interviews, public speaking and the provision of input into policy and practice.

To ensure that women’s stories are shared in a safe, sensitive and responsible way, the Health Promotion Officer (HPO) acts as an intermediary between media or community advocacy organisers and the women. This guarantees appropriate matching of opportunity to advocate, responsiveness to the media or organiser’s needs, the maintenance of the advocate’s privacy and attention to her physical and emotional wellbeing. Women are supported through all stages of the advocacy; before, during and after their media or community advocacy engagement.

The HPO will have a role in the development and delivery of training on behalf of Women’s Health East. Currently training commitments may include the development and delivery of financial literacy workshops, breaking down stereotypes in the early years training to parents and co delivery of core Women’s Health East training which includes An Introduction to the Prevention of Violence Against Women training and Active Bystander Action training.

The HPO will actively contribute to the development, implementation and evaluation of Women’s Health East’s Health Promotion Plan along with other HP staff and the CEO. They will lead and participate in the development of new initiatives, advocacy and policy directions for Women’s Health East in line with Women’s Health East’s strategic directions and Health Promotion Plan.

The HPO will participate in a range of relevant network meetings, and steering committees of partner organisations.

As a part of the HP team, the HPO will contribute to the major communication strategies of the organisation. This includes our website, social media, quarterly newsletters and annual report, and organisational events such as our annual general meeting.

The HP staff at WHE work as a team and are required to be familiar with and support the health promotion work of other team members as required.

**Key Performance Areas**

1. Manage requests for the Speaking Out Program
2. Provide support to Speaking Out Advocates on an individual basis and also through the delivery of professional development sessions (3 x per year)
3. Liaise with Speaking Out stakeholders including those making advocate requests, media
4. Participate in the development and delivery of capacity building activities including training
5. Actively participate in the development, implementation and evaluation of the WHE Health Promotion Plan. This includes conducting regional needs analysis and developing or updating an evidence base for objectives for the WHE Health Promotion Plan and the development of associated documents (eg Evaluation plan)
6. Participate in the planning, development, implementation, monitoring and evaluation of programs to promote the health and wellbeing of women in the EMR
7. Participate in the development and dissemination of tools, resources and products to promote and communicate Women’s Health East’s responses to Women’s Health needs and issues. This includes participation in communication activities such as social media, newsletters and reports.

8. Develop and maintain strategic relationships and partnerships with Women’s Health East’s stakeholders as prioritised in the Strategic Plan and Health Promotion Plan.

9. Keep abreast of current women’s health and related research and health promotion initiatives to inform Women’s Health East priorities.

10. Assist with the identification and sourcing of appropriate funding for priority initiatives and contribute to the writing of funding submissions and reports.

**Other Responsibilities**

- Participate in staff meetings and staff development.
- Understand and comply with the WHE OH&S policies and procedures and the legislative requirements relevant to this position.
- Take a continuous quality improvement (CQI) approach to working and participate in CQI activities of the HP team and the Organisation as relevant.
- Treat other staff with courtesy and respect at all times.
- Display behaviour in line with WHE’s commitment to environmental sustainability.
- Maintain adequate records and provide reports as required.
- Undertake other duties as directed which fall within the scope of the position and the skills of the position holder.

**Key Selection Criteria**

1. A tertiary degree in Health Promotion, Public Health, community development or other relevant qualifications and preferably at least two years relevant experience.

2. Commitment to working within an intersectional feminist framework and within a social model of health.

3. Demonstrated sound health promotion skills, knowledge and experience.

4. Up to date knowledge and/or experience in the primary prevention of violence against women in line with the Change the Story framework; and the promotion of gender equality.

5. Demonstrated experience in the development and delivery of oral presentations and training.

6. Well developed IT skills and knowledge of contemporary software.

7. Excellent verbal and written communication skills.

8. Flexibility and ability to work independently and collaboratively.

9. Strong time management/organisational skills and ability to manage multiple and competing demands.

10. Proven capacity to build partnerships and relationships with a broad range of stakeholders.

**Desirable Criteria**

1. Experience working directly with women who have been impacted by violence.

2. Understanding of or experience working with the media.

3. Certificate IV in Training and Assessment or experience in the development and delivery of training programs.

4. Demonstrated content knowledge in the areas of women’s financial literacy and gender stereotypes in the early years.

5. Knowledge of the Eastern Metropolitan Region.

**Requirements:**

- National Police Check certificate.
- Current Victorian driver’s licence.
- Access to a comprehensively insured vehicle.
- Pre-existing injury or illness declaration prior to appointment to position.
- Employee privacy, confidentiality and security agreement prior to appointment to position.
- New employee induction operational policies & procedures to be completed upon appointment.

*WHE has an exemption under the equal opportunity act to employ only women / people who identify as women - EO exemption H216/2017.*