

Position Title: Health Promotion Officer

Campus: Ballarat/ Grampians region (regular regional travel required)

Directorate: Medical

Department: Grampians Public Health Unit (GPHU)

Reporting to: Population Health Senior Manager

Direct Reports: NA

Appointment Terms/Conditions:

Classification and Code: HS4

Enterprise Agreement: Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

About Grampians Public Health Unit

Established in January 2021, the Grampians Public Health Unit (GPHU) serves as one of Victoria's nine designated local public health units within the state-wide public health system. Hosted by Grampians Health, the GPHU operates with a distinct mandate and regional scope to provide comprehensive public health leadership across the entire Grampians catchment.

As the designated public health unit for the Grampians region, the GPHU is responsible for delivering public health functions across all 11 Local Government Areas within its catchment. This regional responsibility encompasses communicable disease control, health promotion, environmental, and disease prevention for more than 250,000 residents across the 47,000 square kilometer catchment.

The GPHU's purpose is to promote health, prevent disease and protect the health and well-being of all communities throughout our region. We achieve this by leading work to regionalise the response to containing and controlling communicable conditions, as well as promoting health and wellbeing outcomes that matter to people, communities, and the environment across our extensive geographic catchment.

The GPHU works in close collaboration with the Victorian Local Public Health Network and the Department of Health. In fulfilling our comprehensive public health mandate, the GPHU coordinates regional responses to communicable diseases, leads preventative health initiatives, and promotes health and wellbeing across all communities throughout the Grampians region, working alongside diverse stakeholders in every part of our catchment.

Our collaborative approach includes partnerships with leaders from all health services in the region, aged care and disability services, local government authorities, emergency services, community and cultural organisations, businesses and government departments who are motivated to lead health efforts in their own communities. This comprehensive regional approach ensures that public health initiatives reach all communities within the Grampians region through coordinated partnerships with stakeholders across the region.

POSITION PURPOSE

The Grampians Public Health Unit works towards its strategic vision of achieving the best possible health and well-being outcomes for people in our region. We collaborate with partners across the Grampians health system to progress towards this goal by developing, implementing and evaluating population health projects, programs and initiatives.

The Health Promotion Officer contributes to the planning, implementation, and evaluation of evidence-based population health promotion and prevention initiatives across the Grampians region. Working as part of the Grampians Public Health Unit (GPHU), this role supports the delivery of population health priorities that aim to strengthen public health outcomes across the Grampians region through working under the direction of Population Health Senior Manager and in collaboration with internal GPHU staff and external stakeholders.

This role involves undertaking the implementation and evaluation of public health projects, programs and initiatives in alignment with the Grampians Region Population Health Plan- 2025-2027, and Victorian Public Health and Wellbeing plan 2023-2027 and requires working directly with the Grampians communities and strong relationship building, partnerships and engagement with the GPHU stakeholders including inside and outside health system, Local Governments, and non-governmental organisations.

KEY ACCOUNTABILITIES

- Support the development, implementation, and evaluation of population health projects, programs and initiatives aligned with GPHU's strategic objectives and Grampians Region Population Health Plan 2025-2027.
- Contribute to population health needs assessments, priority setting, and development of action plans using relevant data and evidence.
- Support implementing community-based interventions across the Grampians region that address key health determinants and aligned with the GPHU's strategic objectives and Grampians Region Population Health Plan 2025-2027.

- Collaborate with internal and external stakeholders including local governments, Aboriginal Cooperatives, Primary Health Networks (PHNs), community health services, schools, and other partners to derive the Grampians population health plan through innovative value-based models and collective impact.
- Support the facilitation of community engagement processes to ensure programs are culturally appropriate and locally responsive.
- Participate and provide field support in events and community initiatives.
- Contribute to the monitoring and evaluation of GPHU relevant programs, collecting data and preparing progress reports.
- Assist in preparing communication materials, case studies, and presentations to share outcomes and learnings.
- Support continuous improvement by integrating evaluation findings into program planning.
- Support the delivery of health promotion training, workshops, and resources for local stakeholders as required.
- Uphold principles of equity, inclusion, cultural safety, and community engagement in all aspects of work.
- Comply with all organisational policies, procedures, and health and safety requirements.
- Representing GPHU at relevant working groups, networks, and forums.
- Prepare and collate program reports and plans to meet organisational requirements
- Other duties as required by the Population Health Senior Manager

KEY SELECTION CRITERIA

Qualifications

- Tertiary qualifications in Health Promotion, Public Health, Community Development, or a related field.
- Minimum 2 years' experience in health-related project support or similar role
- Demonstrated experience delivering community health-related projects and programs from planning through evaluation, consistently achieving successful outcomes within specified timeframes and resources.

Technical/Professional Knowledge and Skills

- Demonstrated understanding of the principles and practice of health promotion and population health.
- Experience in supporting multiple projects and developing and maintaining effective working relationships across diverse stakeholder groups in the healthcare and community sector.
- Proven track record of strong stakeholder engagement and partnership-building skills and working with the communities.
- Excellent written and verbal communication skills, including the ability to prepare reports and presentations.
- Ability to work both independently and collaboratively in a multidisciplinary team.
- Current Victorian driver's license and ability to travel within the Grampians region.

Desirable:

- Familiarity with project management tools and methodologies
- Experience in data collection and analysis
- Knowledge of system science and models for system change
- Understanding of quality improvement methodology

Work Environment

- Ability to prioritise tasks and adapt to changing requirements

- Demonstrated ability to work effectively within teams to support organisational objectives
- Demonstrated analytical and problem-solving skills with ability to contribute to solutions for complex challenges
- This work requires travelling across the Grampians region to work with the communities and stakeholders

Personal attributes

- Adaptability - Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Decision Making - Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Gaining Commitment - Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.
- Initiating Action - Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive
- Managing Work - Effectively managing one's time and resources to ensure that work is completed efficiently

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.

- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.