



Position Description

Health Promotion Officer

Award or EBA:	Victorian Stand-Alone Community Health Services (Health And Allied Services, Managers And Administrative Officers) Multiple Enterprise agreement
Classification/Grade:	Grade 3
Directorate:	Client Experience & Community Engagement
Reports to:	Senior Health Promotion Coordinator
Direct Reports:	NIL

Our vision is ensuring the health and wellbeing of our community. Our [values](#) are:



Inclusion
We create an equal and more respectful world by making space and standing with people of all backgrounds.



Integrity
Our ethics, fairness and transparency drive actions and outcomes that we can all feel proud of.



Excellence
We believe in extraordinary service and we achieve it by going the extra mile to help others.



Innovation
We look to a better and brighter tomorrow to shape the potential today.



Collaboration
We work together to nurture the ideal conditions for our community to thrive.

About Us

Over the past three years, DPV Health has embarked on an exciting cultural transformation called the [DPV Health Way](#). This included a values refresh, with renewed focus on Our People, their contribution to our organisation and community and enforcing our commitment to excellent care, supporting every employee in leading a happy, balanced, fulfilling life; no matter who they are, where they are from — or where they are going. Our workplace culture is committed to DPV Health values and celebrates workforce diversity reinforcing the positive approach we have to the way people contribute, communicate, engage and interact.

Our People deserve to feel empowered and supported as they pursue their professional goals, learn new skills, and achieve meaningful milestones in their work. At DPV Health, we foster an environment that promotes greater growth, innovation, and collaboration, so you can feel elevated every day.

We invest in Our People, proudly offering a diverse range of opportunities including knowledge

sharing, ongoing learning and development, leadership development, connectedness, and celebration; these are key pillars in our culture.

About this role

The Health Promotion Officer (HPO) is part of the Health Promotion Team and reports to the Senior Health Coordinator.

A key focus of the position will be shared responsibility for the development, implementation, evaluation and reporting of health promotion strategies and initiatives under various priority areas set out in the *DPV Health Community Health – Health Promotion Plan*:

- Healthy Eating Active Living (HEAL)
- Prevention of Violence Against Women (PVAW)
- Mental Health and Diversity, Inclusion & Community Engagement (MH & DICE)

Note: This position will initially work in the HEAL portfolio. The portfolio may change through the period of the contract.

The position will use evidence-based practice and work in partnership with a range of community and agency stakeholders to plan, implement and evaluate health promotion initiatives within the Northern Corridor of Melbourne (including the Hume and Whittlesea catchment).

The HPO will build and execute effective and sustainable programs that influence community behaviour and attitudes. They are responsible for ensuring projects are delivered according to Health Promotion plan timelines and evaluated and measured according to industry and DPV Health standards. Projects will adhere to the guiding principles of impact, sustainability and scalability.

The HPO will be responsible for engaging, constructing and leveraging relationships with industry and community partners to establish shared place-based planning processes and efficient resource management.

The HPO will be a driver and communicator of DPV Health Programs and services through the establishment and maintenance of internal and external networks and client referrals.

Roles Key Accountabilities

Service Delivery

- Define and develop clear evidence-based health promotion & prevention projects, activities and strategies.
- Support implementation of Vic Kids Eat Well Program in relevant settings.
- Support other HEAL initiatives.
- Assist in planning, implementing, evaluating and reporting health promotion strategies, in line with DPV Health Integrated Health Promotion (IHP) Plan, Municipal Health and Wellbeing Plans as well as Victorian Health and Wellbeing Plans.
- Develop, manage and execute program plans in consultations with partners in local schools, early years, peak bodies, councils and relevant state departments.

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- In consultation with Health Promotion Team, plan and regularly review program milestones to ensure that opportunities for improvement are identified and implemented.
- Explore and challenge current methodologies and practices to find new innovative ways to promote preferred behaviours and health outcomes.
- Conduct research and collect data to support the design and scope sustainable projects that are targeted, scalable and impactful.
- Network with DPV Health program and clinical staff, to understand and be able to communicate the service they provide, how they can integrate with the population health programs and enable referrals.
- Effective liaison with local community organisations and partners to develop and /or maintain working relationships and where appropriate, encourage participation in the planning, co-design and delivery of projects and programs.
- Support Population Health & Inclusion Manager to ensure reports are developed and submitted in line with departmental and other reporting requirements.
- Continuously look for opportunities to be upskilled and educated on matters relating to the role and to improve functionality, efficiency and effectiveness.
- Assistance in the development and maintenance of the health promotion activity calendar.
- Undertake other duties as specified and directed.

Reporting, System and Analytics

- Ensure program implementation is supported by an appropriate evaluation cycle utilising an evaluation framework and a range of data collection methods.
- Contribute to the Health Promotion Team reports on a monthly, quarterly and annual basis
- Provide input into the development of evidence-based health promoting planning and delivery.
- Meet and strive to exceed personal and workgroup targets for Key Performance Indicators as set from time to time by DPV Health and/or funding bodies in areas such as Quality, Safety, Efficiency and Effectiveness, amongst others.
- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, ESS, e3, Gemba, Trim and others

Financials, Budgets, Target, Funding

- Identify opportunities to enhance the financial sustainability of the Population Health Team.
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations.
- Achieve targets/budgets for the Population Health Team.

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews.
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct.

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Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards.
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response.
- Actively monitor and improve the quality and safety of their care and services.
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- Current Victorian Drivers Licence
- Travel between sites is required
- International Residency Stat Dec and International Police Check (if required)
- Valid Working with Children Check
- Satisfactory Police Check

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Tertiary qualification in Health Promotion/Community Development, Public Health or other relevant field

Experience & Skills

- Comprehensive knowledge and experience with health promotion program planning, implementation and evaluation.
- Good understanding of evidence informed health promotion and ability to monitor and track project progress and budget through relevant reporting tools and mechanisms
- Highly developed written & verbal communication skills including ability to write reports, plans, and submissions and deliver presentations.

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- Proven ability to actively engage a wide range of internal and external stakeholders and partners in health promotion programmes.
- Strong time management skills, supporting the ability to work both independently and in a team
- A commitment to social justice (including the prevention of gender-based violence and inclusion of diverse populations).
- Experience and knowledge of MS Outlook, MS Office (including Word, Excel, PowerPoint) and Internet Explorer.
- Knowledge and or experience in one or more of the Population Health priority areas
- Demonstrated experience working with diverse communities to develop and execute health and community programs
- Relevant knowledge or experience of project management

Change and innovation

- An interest and motivation to explore new ways of delivering health promotion strategies and an ability to adopt change and innovation.
- An open mind to change and a willingness to explore new opportunities and methodologies.
- Ability to manage conflicting priorities and meet deadlines

Client Focussed (internal and external)

- Ability to establish and sustain interpersonal relationships.

Quality and Commercial Focus / Planning and being organised

- Ability to understand the market needs and deliver the required program considering costs and funding/revenue
- Demonstrated knowledge and application of quality improvement, risk management and accreditation processes and reporting requirements

Communication and an Interpersonal Approach

- Ability to negotiate and gain co-operation and support from others in a team environment.
- Willingness to support team members and work as part of a cohesive team across DPV Health.

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ Date _____