

Melton City Council

Health Promotion Officer

Position Description

A thriving community
where everyone belongs



1. Position details

Position	Health Promotion Officer
Classification	Band 6
Award	Melton City Council Enterprise Agreement No 9 2019
Directorate	Community Services
Service Unit	Community Planning

Approved by (name)

Signature

Date

Incumbent's name

Signature

Date

2. Position objectives

- Promote and protect immediate and long term community health and wellbeing outcomes as identified within the Council and Wellbeing Plan
- Plan, implement and evaluate evidence based initiatives that contribute to positive health and wellbeing outcomes for those who live, work, learn and play in the City of Melton municipality.

3. Key responsibility areas

- Contribute to the development of the Council and Wellbeing Plan, and lead implementation of relevant health and wellbeing actions
- Lead the planning, implementation and evaluation of community health and wellbeing initiatives throughout the municipality.
- Contribute to the development and implementation of policies and strategies that directly and indirectly impact on community health and wellbeing.
- Identify community health and wellbeing needs and actively contribute to the identification of health and wellbeing solutions
- Support and promote community consultation and engagement to increase community capacity through the implementation of community health and wellbeing initiatives.
- Develop and maintain partnerships with internal and external stakeholders to identify and respond to emerging community health and wellbeing trends and internal staff capacity building opportunities.
- Identify, participate in and support the development of advocacy campaigns and funding submissions that provide, maintain and increase community health and wellbeing outcomes.

4. Organisational relationships

Reports to	Team Leader Health Promotion and Planning
Supervises	Students and volunteers
Internal liaisons	<ul style="list-style-type: none">• Community Services Directorate, other Council Staff, Senior Management and Councillors.
External liaisons	<ul style="list-style-type: none">• Government bodies and agencies, non-government agencies, contractors, education sector, voluntary and community groups and the broader community.

5. Accountability and extent of authority

- Plan, implement and evaluate a range of community health and wellbeing initiatives.
- Prepare Council reports, correspondence and external funding applications as appropriate.
- Represent Council and advocate on behalf of Council and the community at appropriate meetings and forums.
- Ensure compliance with the provisions of the Occupational Health and Safety regulations at all times.

6. Judgement and decision making

- Make sound judgements and provide advice on community health and wellbeing needs and responses.
- Work independently and make decisions on a daily basis within the area of expertise and in accordance with approved performance and work plan, Council policies and procedures.
- Problem solving on day-to-day issues is required and direction should be sought on wider issues.
- Actively participate and represent the interests of the City of Melton community at relevant meetings and forums.
- Display initiative, innovation and creativity when approaching all aspects of the position.

7. Specialist skills and knowledge

- Knowledge and understanding of the principles and best practice responses within health promotion, social determinants of health and chronic disease prevention.
- Knowledge of community health and wellbeing portfolios, strategies and policies including but not limited to the prevention of violence against women, obesity prevention, mental health and wellbeing, physical activity, health eating and social inclusion.
- Knowledge of the principles of systems thinking and the socio-ecological model of health in the context of emerging health and wellbeing priorities.
- Promote, communicate, mobilise and empower community members and stakeholders to achieve improved health and wellbeing outcomes.
- Experience in successfully writing funding submissions.

8. Management skills

- Simultaneously coordinate multiple projects, across a range of community health and wellbeing portfolios.
- Manage time effectively, balance competing work priorities and meet deadlines.
- Understand and implement EEO, OH&S and training and development procedures and processes with students and volunteers.

9. Interpersonal skills

- Excellent communication skills (written and verbal) including the ability to adapt communication to suit varying audiences.
- Liaise effectively with internal departments, professional networks, peak bodies, and with Government and non-Government agencies.
- Effectively engage and consult with the community including conflict resolution and problem solving skills.

10. Qualifications and experience

- Tertiary qualification in health promotion, public health, health sciences or related discipline with relevant experience in a similar role.
- Experience in planning, implementation, evaluation and supporting the sustainability of community health and wellbeing initiatives that are tailored to the specific needs of the local community.
- Experience in planning, implementation and evaluation of health and wellbeing capacity building initiatives with internal staff.
- Experience working with key stakeholders and the community to collaboratively promote community health and wellbeing.
- Current valid Victorian Driver's licence.

11. Key Selection Criteria

1. Tertiary qualification in health promotion, public health, health sciences or related discipline, with relevant experience working in a similar role.
2. Knowledge and understanding of the principles and practices of health promotion, social determinants of health, chronic disease prevention and preventing violence against women.
3. Experience in planning, implementing and evaluating internal staff capacity building and community health and wellbeing initiatives.
4. Demonstrated experience in community consultation and engagement including conflict resolution and problem solving.
5. Demonstrated ability to build and maintain effective partnerships with internal and external stakeholders from a broad range of sectors.
6. Excellent communication skills (written and verbal) including the ability to adapt communication to suit varying audiences
7. Ability to manage time effectively, balance competing work priorities and meet deadlines.