

**POSITION DESCRIPTION
SENIOR HEALTH PROMOTION OFFICER**

Last Update	October 2011
Position Type	Full time
Division	Health Services
Location	Subiaco
Reports to	General Manager Health Services with direct line management from the Health Promotion Manager
Direct Reports	Nil

**SECTION 1
POSITION SUMMARY**

This position will function in collaboration with the Health Promotion Manager and is responsible for coordinating and implementing health promotion contracts. In addition the position will provide assistance with strategic focus areas of the Health Services Division.

**SECTION 2
RESPONSIBILITIES**

Health Promotion
<ul style="list-style-type: none"> • Assist in the planning, development and evaluation of a health promotion plan for DWA in line with the DWA strategic plan. • Coordinate the planning, development, Implementation and evaluation of health promotion programs. • Identification and trailing of new health promotion projects as directed by the Health Promotion Manager. • Assist in planning, developing, implementing and evaluating DWA activities such as National Diabetes Week and World Diabetes Day. • Identify opportunities to develop, promote and build best practice via presenting at professional conferences and written publications. • Promote and support the integration of health promotion principles into DWA organisational activities.
Communication & Marketing
<ul style="list-style-type: none"> • Participate in staff and division meetings. • Regular communication with the Health Promotion Manager. • Media opportunities that support the health promotion plan implemented. • Complete reports and submit as and when requested. • Completion of project abstracts and presentation as required.
Contract Management
<ul style="list-style-type: none"> • Coordinate project staff and operations to ensure the delivery of contractual outputs are met. • Support and assist in grant and funding applications. • As required liaise with external funding bodies of contracts held by the division to ensure

timelines and outputs are met.
Financial and Risk Management
<ul style="list-style-type: none"> • Assist to manage budgets to ensure appropriate utilisation of funds against agreed expenditure. • Make recommendations on annual budget requirements and re-forecasts. • Assist to monitor income schedules and expenses against contract budget. • Identify funding opportunities to ensure the continuation of programs.
Network and Partnership Development
<ul style="list-style-type: none"> • Foster relationships with key stakeholders. • Support advocacy initiatives that promote changes in policy, environment and in the community at a local and a national level on the issue of diabetes management. • Identify and develop new partnership opportunities within and outside of government. • Representation on committees
Organisational Responsibilities
<ul style="list-style-type: none"> • Contribute to team and organisational meetings. • Represent health promotion team at internal and external meetings when required. • Identify and attend professional development opportunities in line with a performance appraisal plan. • Assist in the development, implementation and review of organisational procedures, when required. • Other duties as required.

SECTION 3

APPROVAL AND RECOMMENDATION LEVELS

	APPROVE	RECOMMEND
FINANCE	\$1000	Project resources and funding as required.
STAFFING	Nil	Nil
STRATEGY	Nil	Strategies that align with DWA's organisational and operational goals. Operational changes which will improve the efficiency and productivity of DWA team members.

SECTION 5

POSITION SPECIFICATION

Critical Competencies <i>(skills, attitudes, abilities, motivations critical to successful performance)</i>
<ul style="list-style-type: none"> • Experience in planning, developing, implementing and evaluating health promotion programs. • Experience in project, contract and budget management. • Demonstrated high level of written and verbal communication skills, including well developed interpersonal skills. • Demonstrated problem solving and negotiation skills. • Demonstrated ability to supervise students & staff . • Experience in research and evaluation. • Ability to use computers and a range of software packages, particularly the MS Office suite of products.

Qualifications *(formal, recognised qualifications/professional memberships)*

- Successfully completed a tertiary degree qualification in health promotion (or relevant health discipline).
- Commitment to continuing professional development.

Knowledge & Experience *(include area and level/significance of experience required)*

- A minimum of 5 years experience in a health promotion role.
- Advanced knowledge and understanding of health promotion principles and practices.
- Knowledge of diabetes as a public health priority.
- Knowledge and awareness of public health advocacy strategies.
- Well-established professional networks.

ACCEPTANCE OF POSITION DESCRIPTION

I _____ (insert name) have read and understand the accountabilities and key performance indicators listed above and accept the position description of Senior Health Promotion Officer.

Signature _____

Date: _____/_____/_____