



Position Description

Health Promoting Health Services Collaboration Officer

CONTRACT:	8 – 12 hrs/week (0.2 - 0.3 EFT) fixed term to 30 June 2021
REPORTS TO:	Healthier Campaspe Project Manager
AWARD CLASSIFICATION:	Victorian Public Health Sector – Health Professionals Award subject to qualifications and experience
LOCATION:	PCP office, Rochester & Elmore District Health – however potential to be located at any of the partner organisations; to be agreed dependent on suitable applicant location.

Position context

Health services within the Campaspe area have established a partnership approach to look at ways to address the rising levels of preventable chronic diseases in the region that have a significant impact on their services collectively.

Each member organisations has nominated executive sponsors for their agencies that are responsible for supporting the strategic direction of the Healthier Campaspe initiative.

The partner agencies have established a 'Collaboration unit' to enable local stakeholders to collaborate, share resources and enable an equitable approach across the region to benefit the health promotion and service delivery workforce and consumers.

The Collaboration unit is responsible for the introduction and implementation of the Health Promoting Hospitals and Health Services framework developed by the World Health Organisation (WHO).

PROJECT PARTNERS

The project is supported by the Healthier Campaspe Reference Group (HCRG) - member organisations include;

- Echuca Regional Health;
- Kyabram District Health Service;
- Rochester and Elmore District Health Service;
- Campaspe Shire Council
- Murray Primary Health Network
- Goulburn Valley Health, Waranga campus
- Bendigo Health
- Njernda Aboriginal Corporation, and
- Campaspe Primary Care Partnership.

Role of the Collaboration Unit

The role of this unit will be to:

- a. Enable a collaborative approach to the Health Promoting Hospitals/Health Services Framework implementation
- b. Enable the discussion around how Integrated Health Promotion (or parts of) can work from the same plan as Healthier Campaspe also in collaboration with the Municipal Public Health and Wellbeing Plan.
- c. Collaborate around health priority areas including service delivery with sharing of responsibility for information, processes, and community messaging on key health promotion opportunities.
- d. Work closely with local government around the development of the new Municipal Public Health and Wellbeing Plan, the policy environment, and the strategy environment (eg Healthy Heart of Victoria, Active Transport).
- e. Engage other community stakeholders as required.
- f. Develop a high level Monitoring, Evaluation and Learning framework (MEL) for ongoing evolution of Healthier Campaspe.

Position objectives

The role of the Health Promoting Health Services Collaboration Officer is to:

- Work within a place based approach to advance the Healthier Campaspe initiative
- Broker conversations with health services around implementation of the HPH Framework
- Assist organisations/Health Promotion Officers to map their organisation's current position within the HPH Standards
- Assist 3-4 health services in the development of a collaborative, sustainable implementation model for HPH Framework which is to be in place by June 30th 2021.

Key Functions and Responsibilities

1. Collaborate with partner agencies to support implementation of the Health Promoting Hospitals and Health Services framework
2. Maintain structures and consultative processes to facilitate the cooperation and involvement of relevant HC members and other key stakeholders in the collaboration unit
3. Support communication needs for the collaboration unit and activities related to the Healthier Campaspe strategic direction
4. Be alert and responsive to opportunities for enhancement of the Health Promoting Health Services framework locally
5. Provide project officer support to the HCPM where needed including alignment of work days with the HCPM
6. Promote a positive public profile on behalf of the Healthier Campaspe partnership at all times



Position Requirements

Specialist Knowledge and Skills

- Ability to develop and implement creative (non-conventional) ideas and solutions to achieve objectives
- Strong understanding of the continuum of health from prevention to tertiary services, particularly health promotion and population health principles
- Skills in setting and achieving objectives including monitoring and evaluation
- Understanding of partnership practices and principles

Leadership Skills

- Ability to manage time, set priorities, plan and organise one's own work
- Excellent presentation and facilitation skills
- Ability to work under pressure
- Excellent organisational skills
- Attention to detail and ability to follow tasks and ideas through to completion
- High degree of flexibility and adaptability in order to respond to changing needs

Interpersonal Skills

- Ability to gain the co-operation of others, deal with conflict and negotiate with stakeholders at all levels
- Highly developed oral and written communication skills
- Ability to discuss difficult issues constructively and resolve problems collaboratively
- Ability to handle confidential and sensitive issues appropriately
- Ability to build strong meaningful relationships that are effective in achieving priorities and objectives

Qualifications & Experience

The position requires the following:

- A relevant and appropriate tertiary qualification in health promotion/public health
- Experience with community-based health promotion activities
- Leadership and management of health promotion initiatives
- Experience with community-based intervention activities/programs, ideally with health promotion focus
- Knowledge of the local health service system
- Sound understanding of the Victorian and Commonwealth health policy context
- Current drivers licence.

Accountability

The Health Promoting Health Services Collaboration Officer will be responsible to the Healthier Campaspe Project Manager who will provide performance monitoring, supervision and appraisal in accordance with the Position Description and key output requirements. Line management and support will also be provided by the Campaspe PCP Executive Officer.



The Health Promoting Health Services Collaboration Officer will be accountable for:

- achieving the objectives of the position
- in conjunction with the HCPM, appropriately manage change and support implementation of the Health Promoting Hospitals framework across the partner agencies
- preparing reports regarding progress of Collaboration Unit objectives and for the HCPM to report to the HC reference group to ensure adherence to goals and objectives
- collaboration and development of relationships and understanding of partnership principles for all parties involved in Healthier Campaspe.

Key Selection Criteria

1. Ability to build relationships and trust amongst organisations and stakeholders with differing passions and views;
2. Ability to monitor and mentor change implemented by colleagues and partner organisations;
3. Demonstrated understanding of place based approaches and application of evidence based practices
4. Project management skills including needs assessment, planning evidence-based strategies, evaluation and research competencies.

TERMS of EMPLOYMENT

Commencement is to occur as soon as practical.

Secondments from PCP member organisations are welcome.

Remuneration will be negotiated and provided based on qualifications of the successful candidate through direct employment with the one of the Healthier Campaspe organisations.

ENQUIRIES & APPLICATION PROCESS

Enquiries for this position can be directed to;
Emma Brentnall, Executive Officer, Campaspe PCP
emma.brentnall@campaspepcp.com.au or 5484 4489

OR

Jane Stephens, Healthier Campaspe Project Manager (available on Tuesday only)
Jane.stephens@campaspepcp.com.au or 5484 4467

All applications must provide;

- A copy of your current resume including qualifications, professional affiliations, registrations, employment history and names and contact details for at least three current/recent professional referees.
- All employees are required to have a satisfactory National Police check clearance prior to commencement.

