



WWHS

West Wimmera Health Service

Position Description

Position:	Project Officer - Physical Activity Spaces Directory
Location:	Based at Nhill, but may be required to work across all sites as mutually agreed upon
Reporting to:	Health Promotion Manager
Division:	Community Health
Award:	Dependent on qualifications and experience, and may include: <ul style="list-style-type: none">• Nurses and Midwives (VPS) (Single Interest Employers) Enterprise Agreement 2020 – 2024• Health and Allied Services, Managers & Administrative Workers (VPS) (Single Interest Employers) Enterprise Agreement 2021 - 2025• Medical Scientists, Pharmacists and Psychologists (VPS) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Level:	Dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Total Care - *delivering care that is safe, effective and person-centred, always*

Safety – *providing a safe workplace and services free from avoidable harm*

Unity - *working well together in a great place to work*

Accountability - *doing the right thing by our stakeholders and ourselves*

Innovation – *using our imagination - if there's a better way we will find it*

Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • All WWHS Employees • Health Promotion Manager • Executive Director Community Health • People and Culture Team • Others as determined by projects and programs 	<ul style="list-style-type: none"> • Local shires (Hindmarsh, Yarriambiack and West Wimmera Shires and Horsham Rural City Council) • Regional stakeholders with influence across the social determinants of health • Regional stakeholders with administrative or advocacy roles in regard to health and wellbeing • Other health services in the region • Neighbourhood Houses and other education providers • Community members • Other groups, organisations and business as required

Position Overview:

The Physical Activity Spaces Directory Project Officer is responsible for supporting the completion and on-going governance structure development for the Wimmera and Southern Mallee Physical Activity Spaces Directory. This position sits within the West Wimmera Health Service (WWHS) Health promotion Team and serves a partnership of WWHS, Hindmarsh Shire Council, West Wimmera Shire Council, Yarriambiack Shire Council and Horsham Rural City Council.

Physical Activity is a Health Promotion priority for all health-promoting agencies in the Wimmera and southern Mallee. Increasing physical activity has a significant impact on population health. WWHS has a large footprint, encompassing parts of four local government areas. This project is a partnership between WWHS and these four local governments to identify a wide variety of publicly accessible sporting and physical activity spaces. The Project Officer will be responsible for:

- Developing governance structures that will support the on-going accuracy and viability of the Directory;
- Identifying a suitable platform and engaging with IT experts to migrate currently held data onto that platform;
- Promoting the use of the online and/or printable versions of the Directory to local communities and individuals, tourism information outlets and other groups as appropriate.

This position will sit in, and be supported by, the WWHS Health Promotion Team. The aim of health promotion is to maintain and improve the health of populations and reducing health inequities among population groups through the action areas articulated in the Ottawa Charter: building healthy public policy, creating supportive environments, strengthening community action, developing personal skills, and reorienting health services.

Health promotion is a key component of the services provided by West Wimmera Health Service (WWHS), supported by dedicated health promotion funding from the Victorian Department of Health and Human Services (DHHS). As a major health service in the Wimmera, WWHS has a lead coordinating role to play in health promotion both within WWHS and through partnerships with other regional stakeholders. This is recognised in the WWHS' ongoing strategic planning, which commits WWHS to encouraging healthy lifestyles and improving awareness of health and risks, promoting prevention over treatment.

Organisations within the Wimmera region recently came together to define key priority areas within which all health promotion efforts will be designed, namely healthy eating, physical activity, social connection and reduction of harm from tobacco. Additionally, there is agreement to include two lenses to the scope of our work: climate adaptation and equity and equality. These areas are subject to ongoing review as the organisational and regional strategic directions change in line with community need.

Health promotion programs and activities at WWHS will be planned in line with WWHS' Integrated Health Promotion Plan and the strategic goals and directions articulated in current Victorian State Health and Wellbeing plans and the guidelines for Community Health – Health Promotion.

Key Selection Criteria:

Essential:

1. Effective communication and organisational skills.
2. High level of autonomy and excellent critical thinking
3. Qualifications in Health Promotion, Community Development, or other relevant discipline.
4. Experience in health promotion program planning, implementation and evaluation, and in the coordination of health promotion activities.
5. Ability to identify and develop effective partnerships with appropriate stakeholders and organisations, in order to facilitate collaborative action and achieve outcomes for communities.
6. Report and resource writing skills, and excellent verbal and interpersonal skills, including and the ability to adapt communication to suit audiences of diverse health literacy.
7. Competence in using computer programs including Microsoft Word, Excel, Outlook, etc. and technology systems for on-line data base management.
8. Demonstrated knowledge and understanding of contemporary health promotion theory and practice.
9. Commitment to working in the region in largely community-based settings, with flexible hours including after hours and weekend work as required
10. Victorian Driver's Licence.
11. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check).
12. Immunisation history of COVID-19 vaccinations.

Desirable:

1. Experience working in a rural setting.
2. Relevant post-graduate qualifications.
3. Experience with needs assessment, and evidence based strategies appropriate to a diverse range of people (culture, socio economic, geographic, etc).

Key responsibilities:

Leadership in professional practice

- Work proactively with a diverse portfolio of partners and stakeholders to support the planning, design, implementation and evaluation of the Physical Activity Spaces Directory as an element of West Wimmera Health Service's Integrated Health Promotion plan.
- Develop, strengthen and maintain collaborative relationships with key health promotion stakeholders (internal and external), including local governments and other local agencies as appropriate.
- Utilise a community development approach to inform the development and delivery of the Physical Activity Spaces Directory and its on-going governance and support structures.
- Demonstrate independence and efficacy in the compliance and achievement of performance indicators for the role and for projects undertaken.
- Support and lead by example in organisational capacity building
- Work collaboratively and co-operatively with the Health Promotion team and demonstrate autonomy in the identification, development and completion of all elements and activities within the operating framework as relevant to the Physical Activity Spaces Directory project.
- Actively support the planning, design, implementation and evaluation of programs and activities under West Wimmera Health Service's Integrated Health Promotion Plan, in accordance with key health promotion priorities determined collaboratively by Wimmera Southern Mallee Health Promotion stakeholders.

Team work

- As a member of the HP Team, contribute to monitoring and reporting activities against a framework for health promotion activity, assisting to ensure compliance and achievement of performance indicators, in accordance with Department of Health requirements
- Liaise with the Department of Health about health promotion planning, implementation and reporting as needed.
- Participate in relevant committees and meetings, external forums, projects and networks as required.
- Efficiently and reliably undertake administrative duties such as correspondence, statistics, monthly reports, annual plans and reports, and submissions.

Community support and involvement

- Develop, strengthen and maintain collaborative relationships with key stakeholders (internal and external), and foster collaborative action. This includes the active engagement of four local government shire councils and other local agencies.
- Develop or assist to develop locally relevant and effective projects and programs to support improvements in the social determinants of health for individuals and communities

Statement of duties:

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.

- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Initiate, develop and complete all tasks and projects as directed in a timely and collaborative manner.
- Demonstrate commitment to principles of:
 - Ethical practice: Supporting culturally informed, participatory, respectful and safe practice;
 - Health Equity: Addressing the social determinants of health in order to build health equity;
 - Innovative & evidence informed approaches: Promoting and supporting evidence informed research, policy and practice;
 - Collaboration: working in partnership with other organisations to improve health and wellbeing.

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, DHHS staff, stakeholders, project partners and participants and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Direct Reports:

N/A

Appraisal:

- Initial appraisal – 3 months after appointment
- Probationary period final review at no later than 6 months
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By: Executive Director Community Health	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: