

<b>Position Title:</b>	<b>Health Promotion Officer</b>
<b>Grading:</b>	HPO 1-9
<b>Remuneration:</b>	[HR to advise]
<b>Status:</b>	Permanent, Full time 38 Hours/week
<b>Location:</b>	Ashfield <i>Note: Our Ashfield office will be relocating to Newington in late 2021.</i>
<b>Responsible to:</b>	Manager Health Promotion
<b>Responsible for:</b>	Not applicable
<b>Collaborates with:</b>	Health Promotion team

***Applications must include an up-to-date CV and a cover letter addressing all essential criteria. Incomplete Applications will not be considered.***

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### **Our Organisation**

Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. We are committed to excellence in meeting the reproductive and sexual health needs of the community. As an independent not-for-profit organisation, we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals, and lead international development projects to promote the rights of marginalised people in developing countries.

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### **Position Overview**

The primary role of the Health Promotion Officer is to deliver high quality health promotion projects to address the reproductive and sexual health needs of priority population groups in NSW. The Health Promotion Officer will play an active role in the planning, development, implementation and evaluation of health promotion projects utilising evidence based frameworks. These projects are diverse and include community based campaigns, consumer engagement, health information resource production, community education and capacity building.

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### **Selection Criteria**

#### ***Essential***

- Tertiary qualifications in health promotion or related field
- Demonstrated understanding of health promotion theory and evidence-based application including needs analysis, project planning and evaluation
- Previous experience and an understanding of working with Family Planning NSW priority population groups
- Experience in establishing partnerships with relevant organisations and facilitating collaborative action
- Demonstrated ability and experience in the design, delivery and evaluation of community based education projects
- Proven strong interpersonal, negotiation, written and oral communication skills with a variety of audiences
- High level ability to manage competing demands and adapt effectively to change
- High level computer skills including word processing, spreadsheets and data entry
- Current NSW drivers license

### ***Desirable***

- Understanding of sexual and reproductive health issues as they relate to Family Planning NSW priority population groups
- Family Planning NSW is committed to reconciliation and strongly encourages Aboriginal & Torres Strait Islander people to apply for this position

### ***Other requirements***

- A Criminal Record Check and Working With Children Check is required prior to commencement in the role

### ***Values***

- FPNSW is a pro-choice organisation
  - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion
  - As an abortion service provider, all staff at FPNSW are expected to actively participate in the provision of abortion services within the full scope of their role
  - For this role, that means developing, implementing and evaluating reproductive & sexual health promotion programs and projects that include information about abortion.
- Must support the Family Planning NSW values:
  - Human rights focus - promoting the rights of all people to reproductive and sexual health
  - Integrity - maintaining a strong ethical base, being accountable and transparent
  - Inclusiveness - valuing and respecting diversity without judgement
  - Equity of access - ensuring access to our services for all including priority populations
  - Client centred - placing the needs of the whole person at the centre of our work
  - Commitment to excellence - ensuring high standards in all our work
  - A just culture – a balanced accountability for both individuals and the organisation

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## **Key Responsibilities**

### ***Health promotion***

- Contribute to the planning, development, delivery and evaluation of comprehensive health promotion programs including community education and resource production
- Conduct needs analyses to assist in determining priorities for health promotion action
- Actively build partnerships which enhance health promotion activities and facilitate collaborative action
- Support the implementation of the organisation's Consumer Engagement Framework and ensure consumers are involved in all stages of health promotion project planning and implementation
- Formulate evidence based health promotion goals and project plans to address an identified health issue
- Manage health promotion projects including working within timeframe and budget constraints
- Incorporate evaluation into the planning of health promotion programs
- Provide advice on issues relating to working Family Planning NSW priority population groups both within Family Planning NSW and to other service providers
- Provide timely, high quality reports and other written communication for a variety of audiences
- Collaborate with other Family Planning NSW staff and external agencies to provide high quality and appropriate programs to targeted populations
- Represent Family Planning NSW in relevant forums
- Actively participate as a team member in the Health Promotion Team
- Undertake any other duties or projects at the direction of the Executive and/or Manager

***Financial and resource management / administration***

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW

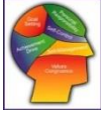




***Safety & quality***

- Commit to maintain best practice by adhering to the scope of the position and within role boundaries as defined by Family Planning NSW
- Maintain the required qualifications and competencies to deliver high quality services and programs
- Commit to on-going skill development and take responsibility to update knowledge, enhance skills and competencies within the context of the role
- Adhere to Family Planning NSW's defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the role
- Adhere to the Incident Management Policy to report and escalate any issues within the specified time frames
- Commit to share knowledge, and provide support and supervision to less experienced staff

***Work health and safety***

- All employees are responsible to ensure that they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

## Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
<b>Personal Attributes</b>  	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	<b>Act with Integrity</b> Be ethical and professional, and adhere to the Family Planning NSW values	Intermediate
	<b>Manage Self</b> Show drive and motivation, a measured approach and a commitment to learning	Adept
	<b>Value Diversity</b> Show respect for diverse backgrounds, experiences and perspectives	Adept
<b>Relationships</b>  	<b>Communicate Effectively</b> Communicate clearly, actively listen to others and respond with respect	Adept
	<b>Commit to Customer Service</b> Provide customer centric services in line with organisational objectives	Intermediate
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	Intermediate
	<b>Influence and Negotiate</b> Gain consensus and commitment from others and resolve issues and conflicts	Intermediate
<b>Results</b>  	<b>Deliver Results</b> Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	Intermediate
	<b>Demonstrate Accountability</b> Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Intermediate
<b>Business Enablers</b>  	<b>Finance</b> Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	<b>Procurement and Contract Management</b> Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	Adept
<b>People Management (supervisory roles only)</b>  	<b>Manage and Develop People</b> Engage and motivate staff and develop capability and potential in others	Not applicable
	<b>Inspire Direction and Purpose</b> Communicate goals, priorities and vision and recognise achievements	Not applicable
	<b>Optimise Business Outcomes</b> Manage resources effectively and apply sound workforce planning principles	Not applicable
	<b>Manage Reform and Change</b> Support, promote and champion change, and assist others to engage with change	Not applicable

## Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

### ***Position holder:***

Name:

Signature:

Date:

### ***Supervisor:***

Name:

Signature:

Date:

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