

POSITION DETAILS

Position Title	Health Promotion Coordinator
Time Fraction	Full Time
Award	GWHS Enterprise Agreement 2011/SCHADS 2010 Award
Superannuation	9.50% Superannuation
Salary Packaging	Salary Packaging up to \$15,900 per annum (Subject to ongoing availability)
Tenure	This is an ongoing position subject to continued funding. The appointment is subject to satisfactory completion of a six (6) month probationary period
Location	Central Gippsland Health Service, Palmerston St Sale
Reports to	Executive Officer - WPCP

INTRODUCTION

The Wellington Primary Care Partnership (WPCP) is an alliance of health and community based agencies in the Wellington Shire.

The WPCP's overall vision focuses on collaboration and partnership. It is our vision to bring together people, health professionals, agency staff and community members in Wellington, to share the goal of improving health opportunities and outcomes for all.

This is achieved by strengthening partnerships between primary care providers to implement integrated prevention strategies, improved service coordination and integrated chronic disease management.

The WPCP is not an incorporated body. Gippsland Women's Health Inc acts as the funds holder and employer providing both financial and human resources related services. The WPCP Staff are located in the community care building at the Central Gippsland Health Service.

Aim of the role

To effectively plan, implement and evaluate prevention strategies within the Healthy Wellington Plans, and coordinate the contribution to health promotion by partner agencies within Wellington Shire.

Position Objectives

- Promote the vision, values and priorities of the WPCP program.
- Coordinate the planning, implementation and evaluation of WPCP deliverables within the Healthy Wellington Action Plan. Leave off dates to make PD more sustainable.
- Coordinate the Systems Thinking project around Healthy Living within the Healthy Wellington Plans.

WELLINGTON PRIMARY CARE PARTNERSHIP

- Facilitate the capacity building of partner agencies to achieve evidence based approaches to Healthy Wellington, and coordinate the evaluation of these approaches using the Victorian Outcomes Framework
- Strengthen community partnerships to support health promotion activities, by increasing capacity to collaborate and achieve the identified health outcomes within the plan(s).
- Coordinate and resource the Healthy Wellington working groups and sub groups as agreed with program partners.
- To meet planning and reporting requirements for the Department of Health and Human Services.
- Develop and implement a communication plan to improve communication with stakeholders and the community on the achievements from the Healthy Wellington Plan.
- Contribute to sub regional approaches to planning and evidence-based health promotion.

KEY RESPONSIBILITY AREAS

Networking & Liaising

- Establish or build on existing health promotion/prevention and planning partnerships in the Wellington Shire.
- Actively participate in the Statewide Network and Healthy Wellington Action Group.
- Represent WPCP on external working groups and committees as appropriate.
- Facilitate relevant prevention working groups or steering committees as appropriate.
- Actively promote the WPCP's values and practices both internally and externally.
- Actively participate in local planning.

Teamwork, Partnership Building and Communication

- Lead, as part of the WPCP team in the development and implementation of an integrated approach to health promotion, and in the planning and implementation of multi-agency projects.
- Build the capacity of partners to understand integrated health promotion frameworks and their role in the development, implementation and evaluation of Healthy Wellington.
- Facilitate appropriate capacity building activities for partner agencies and organisations relevant to systems thinking.
- Provide supervision to students and project workers appointed to support the implementation of the Healthy Wellington Plans.

Research and Report Writing

- Monitor progress and outcomes of health promotion work/projects and report regularly to WPCP.
- Coordinate the evaluation of Healthy Wellington, in line with the Victorian Outcomes Framework
- Source funding opportunities and facilitate or write funding submissions ensuring compliance with all funding and accountability requirements.
- Provide strategic advice and data to the WPCP in relation to health promotion.
- Utilise evidence-based practice in the decision making and planning of WPCP's projects and health promotion initiatives.

Personal and Professional Development

- Prepare for and actively participate in performance management processes including regular supervision and an annual performance management review.
- Demonstrate the ability to continually develop both personally and professionally by discussing training needs with the Executive Officer and Executive Group in order to meet changing career needs and trends.
- Attend training and professional development workshops as appropriate to the position.

Project Management

- An ability to coordinate the planning, implementation and evaluation of health promotion projects such as the systems thinking project under the Healthy Living area of the Healthy Wellington Plan.
- Provide project management support to the projects as deemed by the Executive Officer.
- Plan and manage own workload to ensure the achievement of project objectives are met on time and within budget.
- Maintain effective documentation, including project plans.
- Coordinate and assist member agencies to report to the Healthy Wellington Group.
- Develop and maintain networks with the WPCP and local health and community service providers.
- An understanding of and experience in project management with the ability to implement change management principles as required.

Other

- Undertake other duties as directed by the Executive Officer from time to time.
- The role is accountable to the Executive Officer.

KEY SELECTION CRITERIA

1. Tertiary qualifications preferably in health promotion/public health or another health related field.
2. Demonstrated understanding of the Victorian Government's Health and Wellbeing Plan and current health promotion practices such as place based approaches, systems thinking etc.
3. Demonstrated skills and experience in planning and capacity building in health promotion.
4. A strong understanding of the social model of health and the determinants of health and their impact on populations.
5. Well-developed project management skills to guide and monitor the program, meet timelines, budget requirements and to deliver outcomes.
6. Demonstrated proficiency in computer use and programs for research and analysis, preparing written reports and general communication purposes.
7. Well-developed interpersonal skills with the ability to effectively communicate, negotiate, apply problem solving skills and conflict resolution skills, both within a team environment and the community sector.

Mandatory

- A current driver's licence.
- A clear police check is required for this position – to be provided by the applicant.

FURTHER INFORMATION

Working Relationships:

Internal

- WPCP Executive Officer /Chair
- WPCP Governance Group
- WPCP Team Members
- WPCP Member Agencies

External

- Consultants and project staff employed by Wellington PCP
- Department of Health and Human Services staff
- State, regional and local networks
- Federal and State Government Departments
- Wellington Shire Council
- Community Agencies, Primary Care Providers and Private Sector