



POSITION DETAILS

Position Title:	Project Worker
Hours:	76 hours per fortnight
Award:	Gippsland Women's Health Enterprise Agreement 2011
Salary Packaging	9.50% Superannuation Salary Packaging up to \$15,900 per annum (Subject to ongoing availability)
Location	Based in Sale
Reports to:	Executive Officer WPCP
Tenure	This is a fixed term 3 year position with potential for on-going employment subject to continued funding. The appointment is subject to satisfactory completion of a six (6) month probationary period.

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 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.

THE PROJECT

This three year project has been funded through Worksafe from July 2018 to June 2021.

KEY PURPOSE OF THE POSITION

The successful candidate will play a key role in the implementation and evaluation of the WorkWell project. The emphasis will be on meeting the quarterly indicators as determined by the funding and service agreement.

RESPONSIBILITY AREAS

WorkWell Project:

- Promote the vision, values and priorities of the WPCP program.
- Work closely with the Project Steering Group to progress the project as per the project plan approved by WorkSafe.
- Develop a project plan which will include but not limited to:
 - Governance structure
 - Resource allocation including budget
 - Project methodologies
 - Evaluation methodologies
 - Reporting requirements.

- Develop social marketing campaign and communications plan.
- Research and engage key organisations that will collaborate in the project.
- Recruit at least two other employers to join the project.
- Conduct research into Mental Health and Wellbeing of shift workers, the work environment and factor that affects mental wellbeing in the workplace.
- Develop and facilitate an event to launch the toolkit.
- Provide reports as required to the WPCP Business Meetings, Healthy Wellington Action Group and Worksafe.
- Conduct surveys and focus groups with voluntary participants.
- Develop contracts with local organisations.
- Support the roll out of strategies.
- Maintain filing systems.
- Maintain safe work practices and a safe and healthy work environment that is compliant with all relevant Legislation, Regulatory requirements and within Organisational Occupational Health and Safety Policies and Procedures.
- Other duties as required.

Communications:

- Prepare newsletters.
- Prepare information for social media/marketing strategies.

Other Projects:

- Participate in and/or coordinate other projects as negotiated with you as required.

Professional Development

- Participate in a staff performance review and staff development program.
- Identify and agree to undertake targeted professional development where appropriate.

Other duties as required

- Undertake any other duties reasonably required.

KEY SELECTION CRITERIA

1. Excellent interpersonal, written and spoken communication skills.
2. Demonstrated understanding of the impact of mental health conditions and how these may present and impact upon the workplace.
3. Experience in project management and delivery
4. Demonstrated understanding of the local community and challenges faced with engaging busy organisations and services.
5. Experience in leading thought and influencing within complex systems.
6. Demonstrated skills and experience in computer systems, MS software in particular Word, Excel, and desktop publishing.
7. Demonstrated understanding of the Primary Care Partnership.
8. Ability to prioritise and work independently.

Mandatory

- Experience in health and human services.
- Proficient IT skills in the Microsoft Suite.
- A Current Drivers Licence.
- A clear police check is required for this position – to be provided by the applicant.

FURTHER INFORMATION

Working Relationships

Internal

- Wellington PCP team members
- Gippsland Women's Health (the fund holder)
- Central Gippsland Health (the office location)

External

- Project Steering Group
- Project partner organisations, including project employer organisations (public and private sector)
- Wellington PCP member agencies
- WorkSafe
- WorkWell community of practice
- Providers of health and community services in the catchment
- State, regional and local networks
- Other agencies that impact on or facilitate the work of the PCP

Accountability and Performance Appraisal

This position is accountable to the WPCP Executive Officer. Performance will be subject to periodic review by the WPCP Executive Officer, with formal performance appraisal occurring annually.

Performance Indicators

Will be mutually agreed within three (3) months of appointment and confirmed and/or amended at each performance appraisal.