

Position Description

Position Title:	Health Promotion & Prevention Officer
Reports to:	Manager Health Planning and Prevention
Department:	Local Public Health Unit
Directorate:	Community Care
Cost centre:	M1546
Code & classification:	Health Promotion Officer Grade 1 (MI44 – MI48)
Employment conditions:	Allied Health professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Local Public Health Unit is led and coordinated by GV Health and works in partnership with community agencies and other health services initially responsible for COVID-19 case identification, contact tracing, outbreak management and clinical care in close collaboration with ICCOM. The Local Public Health Unit has taken on broader public health functions, strengthening relationships with community based primary healthcare providers to deliver a comprehensive public health program for the GVPHU population. The GVPHU team currently consists of Operations and Clinical Director, Clinical Leads, Operations Manager, Team Leader, Public Health Officers, Data Manager and officer, Epidemiologist, Communications/Engagement Manager and officer, and administrative staff.

The GVPHU Health Planning and Prevention stream is a newly developed area responsible for population health planning and the delivery of collaborative health promotion and prevention initiatives, that promote access, inclusiveness and equity. The Health Planning and Prevention stream incorporates the high value functions and projects identified as part of the transition of the Goulburn Valley and Lower Hume Primary Care Partnerships (PCP) into the LPHU.

Reporting to the Manager Health Planning and Prevention, this role is responsible for the coordination and facilitation of collaborative health promotion and prevention projects that support the health and wellbeing of communities within the LPHU catchment area. The role is responsible for ensuring consultative processes enable engagement and cooperation of all stakeholders in health promotion and prevention projects.

By working collaboratively with the Manager Health Planning and Prevention, and the broader LPHU team, this role will be accountable for ensuring information, resources and structures support stakeholders to achieve collaborative health promotion and prevention outcomes.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Coordinate regional and place-based promotion and prevention projects to improve health and wellbeing outcomes for catchment communities.
- Develop and facilitate effective partnerships and relationships with key stakeholders that support the delivery of promotion and prevention initiatives.
- Work closely with the planning and evaluation coordinator to ensure promotion and prevention projects and outcomes are evaluated and reported.
- Actively participate and contribute to LPHU and other internal and external meetings.
- Develop and document implementation plans and reports.
- Support LPHU advocacy in seeking opportunities to implement evidence-based project/programs in the catchment that align with the current government health promotion and prevention frameworks and priorities.
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Current knowledge of current government policy and priorities, and translating this into regional and local place-based prevention approaches.
- Understanding of the social determinants of health and systems thinking.
- Experience in the delivery of integrated health promotion and prevention projects.
- Ability to undertake community engagement, build relationships and facilitate collaborative partnerships, liaising with a range of stakeholders to deliver health promotion and prevention projects.
- Ability to identify information, data, tools and resources to build knowledge, evidence-base and inform collaborative decision-making.
- Skills in evaluation, measuring outcomes and reporting of collaborative promotion and prevention activity using appropriate frameworks and tools.
- Well-developed verbal and written communication skills.
- Relevant tertiary qualifications in public health, health promotion, community development or similar

Desirable:

- Relevant post-graduate qualifications in project management

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;

- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Actively contribute to the development of an annual Population Health and Prevention Plan
- Deliver collaborative prevention and health promotion projects that improve the health and wellbeing outcomes of the catchment communities
- Contribute to the delivery of key prevention milestones and targets set out in the population health and prevention plan
- Actively contribute to the evaluation of prevention and health promotion projects
- Attendance and active participation at meetings as required]

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
 - Maintain a safe working environment for yourself, your colleagues and members of the public;
 - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
 - Contribute to organisational quality and safety initiatives;
 - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
 - Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Department of Health Victoria;
 - Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.
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ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care	Health Promotion and Prevention Officer
Reviewed by:	Lee Coller
Issue Date:	April 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)