

POSITION DESCRIPTION

Title:	Research & Health Promotion	Date signed off:	16/07 /2009
Date Issued:	16 /07 /2009	Review Date:	/ /2010
Formulated by:	EO	Responsibility:	Executive Officer

POSITION TITLE: Research & Health Promotion Officer

EFT: 30.4 hours per week (.8)

ACCOUNTABILITY TO: Executive Officer

LOCATION: Wangaratta

POSITION OBJECTIVES: To work closely with a small, dynamic team and be responsible for the development, implementation, evaluation and documentation of research and health promotion projects in accordance with the strategic directions of the organisation.

CLASSIFICATION: Women's Health Goulburn North East Employee Collective Agreement Level 3 to 5.

ORGANISATIONAL CONTEXT:

VISION

Lead the Hume Region in creating opportunities for women to experience a positive sense of self, health, safety and well being.

PRINCIPLES UNDERPINNING OUR WORK

- A woman's health and sense of her own wellbeing are influenced by a complex array of factors
- Diversity among women should be respected and affirmed.
- Greater access to social and economic resources and improved levels of participation in economic and political, cultural, social structures will improve health outcomes for women.
- Partnerships and process are essential to the way we work

Attach Document The Way We Work.

2.4 PURPOSE

Women's Health Goulburn North East is a dynamic, feminist organisation committed to working in partnership to improve the health, safety and well-being of women by:

- Identifying, prioritising and responding to the health needs of women, focusing on those who are most disadvantaged
- Raising awareness, influencing behaviour, choices and sustainable change through health promotion
- Changing attitudes and service delivery to women through research and evaluation
- Providing community education and professional training
- Providing accessible and relevant health information and referral to women
- Creating opportunities for women to participate in decision-making.

POSITION CONTEXT :

The Worker is based in Wangaratta and will be part of a small team of professional women who provide opportunities aimed at promoting health and wellbeing for women throughout the Hume Region.

DUTIES AND ESSENTIAL JOB FUNCTIONS:

1. Research & evaluation

- Support WHGNE staff and relevant agencies with research, planning, evaluation and documentation in line with strategic directions.
- Provide relevant, accurate, and timely data and statistics.
- Through research, contribute to policy development and service planning and evaluation relevant for women in the Hume region
- Keep abreast of current and emerging issues for women and those who work with women, and identify research opportunities
- Build upon research findings to assist with the development of appropriate responses e.g. reports, journal articles, health forums and workforce development activities.
- Follow the Ethics approval process and understand its application.

2. Project Management

- Foster collaborative working relationships through joint project work, sharing of information and resourcing other service providers in line with strategic directions.

3. Policy and Planning

- Support development of submissions for funding.
- Write reports and articles from research.
- Write and present papers and other relevant information for conferences/forums/workshops.

OTHER FUNCTIONS & RESPONSIBILITIES :

General 5%

The following responsibilities are carried out by all staff:

1. Participate in self-directed work teams with involvement in strategic priorities development and implementation.
2. Participate in the Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
3. Collect activities data within agreed frameworks to inform funding agreements and planning processes.
4. Develop and expend budget within extent of authority.
5. Develop and maintain networks across scope of position.
6. Promote WHGNE

REPORTING RELATIONSHIPS:

Internal:

Expenditure within agreed project budget limits.

Contribute to the culture of the decision making processes incorporating co-operation, collaboration and shared accountability with other staff and Board members.

External:

To work in partnership with health professionals, service providers, PCP's, government departments and other agencies.

QUALIFICATIONS/EXPERIENCE:

- Tertiary Qualifications
- Research Experience
- Health Promotion Experience.
- Knowledge of Ethics Approval Processes

SELECTION CRITERIA – MANDATORY:

1. A Commitment to the Vision and Values of Women's Health Goulburn North East.
2. Commitment to Feminist Philosophies.
3. Demonstrated experience and skill in undertaking research and evaluation in relation to women's health & wellbeing.

4. Demonstrated ability and experience in project management, including ability to initiate, plan, implement and evaluate projects.
5. Capacity to use initiative and to work creatively and independently as well as part of a team.
6. Demonstrated high level of verbal and written communication skills including the ability to:
 - consult with health and community workers/professionals.
 - document work and prepare submissions for funding.
 - prepare and present conference papers.
7. Demonstrated ability to build strategic relationships with key stakeholders.
8. Current Victorian Motor Vehicle licence.
9. Computer literacy, including Microsoft word processing and data management..

CONDITIONS OF EMPLOYMENT:

The position is subject to successfully completing three month probation the ongoing subject to performance and continuity of funding. There is an annual performance appraisal. All staff are employed under the Women's Health Collective Employment Agreement. Fleet vehicles are available for work related duties. Salary packaging will be offered at completion of the probation period.