

Western District Health Service

Position: Project Officer
Classification: HS2
Reports To: Southern Grampians & Glenelg Primary Care Partnership Executive Officer
Award and Conditions: Administrative Officers Award

Minimum Qualifications:

Relevant tertiary qualification(s) in Health Promotion, Community development or related area.

Current Drivers Licence.

High level of computer literacy.

PRIMARY OBJECTIVES:

- Develop and maintain partnerships and relationships within and between member agencies including developing collaborative and innovative initiatives to implement the SGGPCP Strategic Plan.
- To facilitate the integration of health promotion activities across the Southern Grampians and Glenelg Shires and to strengthen the capacity of PCP member agency staff to undertake best practice health promotion.
- To plan, deliver and evaluate projects in the fields of health promotion, community development, event co-ordination and co-ordination of local workforce training as identified in SGGPCP Strategic Plan and annual works plans and budgets.

ACCOUNTABILITIES:

- Accountable and responsible for effective and efficient performance of all duties listed.
- Achieve agreed annual work plans in an effective and timely manner
- Undertake work in professional and collaborative manner that supports the partnership building culture of the PCP

DUTIES AND RESPONSIBILITIES:

- Develop, maintain and promote relationships and partnerships with and between members and friends of SGGPCP as the foundation for achieving all duties listed.
- Facilitate best practice integrated health promotion planning, delivery and evaluation across the Southern Grampians and Glenelg Shires
- Co-ordinate formal and informal professional development opportunities for members to build their skills and capacity to undertake sustainable evidence based best practice, health promotions
- Plan, implement and evaluate projects using high level project management processes and skills as per agreed works plan. Projects will be diverse but predominately in the areas of health promotion, community development, event co-ordination, co-ordination of local professional development opportunities and data/evidence collation and sharing.
- Scope, develops and prepare funding submissions for collaborative initiatives to implement priorities of the PCP Strategic Plan

Inherent Physical Requirements

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles

Other Requirements

- Current police check is required for this role
- Current working with children check is required for this role
- Current driver's licence is required for this role
- Some after hours work may be required in this position

Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others
- Cooperate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety and infection control
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Western District Health Service

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:	Janette Lowe EO SGGPCP		
Employee:			

Position code: <i>Human Resources Department use only</i>	
Date revised: <i>Human Resources Department use only</i>	

When revised please forward electronic copy to:
Human Resources Department [email: human.resources@wdhs.net](mailto:human.resources@wdhs.net)