



Position Description

POSITION DETAILS

Position Title:	Project Officer (Health Promotion)		
Location:	Melbourne		
Reports To:	Health Promotion Manager		
Direct Reports:	None		
Employment Status	Full time <input checked="" type="checkbox"/>	Part time <input checked="" type="checkbox"/>	Casual <input type="checkbox"/>

1. Purpose of Position

The Continenace Foundation of Australia is the national peak body promoting bladder and bowel control health with a vision of a community free of the stigma and restrictions of incontinence. The Health Promotion Officer supports the organisation and the health promotion team to design, implement and evaluate a range of health promotion activities and initiatives that focus on the primary prevention of incontinence, build awareness of the impact of incontinence, and reduce the stigma of incontinence across the lifespan.

Reporting to the Health Promotion Manager, the Project Officer (Health Promotion) will support delivery of flagship health promotion to reduce the incidence and impacts of incontinence, build community capacity to have a greater understanding of incontinence and reduce the stigma.

This will include developing, coordinating, implementing and evaluating key projects and initiatives including BINS4Blokes and the review of Pelvic Floor First and delivering key outcomes. The role will also support other health promotion activities such as capacity building of targeted organisations across Australia through community grant projects; supporting reviews and updates of the Foundations resources; and evaluating the impact and outcomes of health promotion activities.

This position is for 12 months and offers generous salary packaging and flexible working arrangements.

2. Key responsibilities and performance indicators

Key Responsibilities	Performance Indicators	Weighting (%)
Coordinate or support health promotion projects including BINS4Blokes, Pelvic Floor First, community grant projects.	Project key deliverables achieved; reporting completed	70%



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Assist with managing information and resources that raise awareness about incontinence	Completed auditing and mapping of current resources; Support other resource development activities.	20%
Provide advice on and implement evaluation activities for the health promotion team	Health Promotion evaluation framework developed, measures and processes implemented to collect and analyse data.	10%

KNOWLEDGE, SKILL AND EXPERIENCE REQUIREMENTS

Education/ Qualifications	<p>Tertiary qualifications in Health Promotion, Community Development, Health Science or similar.</p> <p>Three to five years' experience developing, coordinating, implementing and evaluation projects and activities particularly in health promotion and/or community development is highly desirable.</p> <p>Understanding of the social determinants of health and primary prevention approaches to health.</p> <p>Highly desirable knowledge and understanding of systems thinking, program logic, evaluation, and co-design principles.</p> <p>Excellent communication, planning, evaluation, and report writing skills.</p>
Computer/Software	Microsoft Office 365, Salesforce, Survey Monkey, Trello, Miro, the HIVE
General	<p>Project coordination skills</p> <p>Ability to plan and prioritise work, maintain excellent records and document activities and outcomes</p> <p>Working within a collaborative team environment</p> <p>A commitment to enhancing the ongoing capability of the Continenace Foundation of Australia in achieving its vision and purpose.</p>

WORKPLACE HEALTH AND SAFETY

The Employee is responsible and accountable for:

- Compliance with workplace health and safety policies and procedures for risk identification, risk assessment and risk control. Refer WHSP01 Work Health & Safety; WHSP07 Smoking, Drugs and Alcohol.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace. Refer WHSP05 Incident and Accident Reporting



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Management.

QUALITY MANAGEMENT

The Employee is responsible and accountable for:

- Familiarity and compliance with all Company Policies.
- Active participation in training activities associated with Company Policies.
- Supporting the Continenace Foundation’s commitment to quality improvement and contributing to the achievement of contractual deliverables.

This position description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a total inventory of all duties, and responsibilities that may be required of employees assigned to the role.

EMPLOYEE DECLARATION

I

(Applicant’s Name)

hereby understand and accept the conditions of the position description as detailed herein for the position of

(Position)

Applicant’s signature

Date