



Final Restructure Consultation Paper
Health Equity, Promotion and Prevention
Service (HEPPS)
Population and Community Health

April 2023
T23/20984

Contents

| | |
|--|-----------|
| 1.0 Introduction | 3 |
| 1.1 Overview..... | 3 |
| 1.2 Health Equity, Promotion and Prevention Service | 3 |
| 1.2.1 Former Priority Populations Unit..... | 3 |
| 1.2.2 Former Health Promotion Service | 4 |
| 1.2.3 NSW Multicultural Health Communication Service | 5 |
| 1.3 Current Organisational Structure – January 2023 | 5 |
| 1.3.1 Health Equity, Promotion and Prevention Service (HEPPS) – January 2023 | 6 |
| 2. Case for Change | 7 |
| 2.1 Creation of new teams and positions | 9 |
| 2.1.1 Healthy Adults, Healthy Ageing Team..... | 9 |
| 2.1.2 Healthy Children and Young People Team | 10 |
| 2.1.3 Aboriginal Health Promotion Team..... | 10 |
| 2.1.4 Healthy Communities and Consumer Engagement Team..... | 11 |
| 2.1.5 Communications Team | 11 |
| 2.1.6 Administration Team | 12 |
| 2.2 New positions within existing teams | 12 |
| 2.2.1 Multicultural Health Team..... | 12 |
| 2.3 Other newly created positions | 12 |
| 2.3.1 Deputy Director, Health Equity, Promotion and Prevention Service..... | 12 |
| 2.4 Positions for Deletion | 13 |
| 2.5 Positions with changes in reporting line/change in position title..... | 14 |
| 3 Proposed Organisation Structure | 16 |
| 3.1 Proposed Organisation Structure – Health Equity, Promotion and Prevention Service..... | 16 |
| 3.2 Summary of Proposed Changes | 17 |
| 4. Proposed Changes to Positions | 18 |
| 4.1. New Positions | 18 |
| 4.2 Positions Renamed | 22 |
| 4.3 Positions deleted..... | 23 |
| 4.4 Positions with Changes to Reporting Lines | 26 |
| 5. Recruitment and matching process | 27 |
| 6. Consultation | 28 |
| 7. Employee Assistance Program | 29 |
| 8. Restructure Timeframe | 30 |
| 9. Position Descriptions | 31 |

1.0 Introduction

1.1 Overview

The South Eastern Sydney Local Health District (SESLHD) Population and Community Health (PaCH) Directorate was formed in December 2019 following the SESLHD Executive Restructure. The PaCH portfolio provides a range of clinical and population-based services across the lifespan that focus on promoting health and wellbeing, preventing disease and minimising harm.

In August 2022, the Priority Populations Unit (PPU) and Health Promotion Service (HPS) were integrated into a single unit under the leadership and management of the Director, Priority Populations, Health Promotion and NSW Multicultural Health Communication Service.

This structure was enacted as the first step in achieving the aims of:

- Better alignment of internal priorities across the two services
- Enhanced focus on equity
- Enhanced focus on prevention

From 1 January 2023, the unit officially changed its name to the *Health Equity, Promotion and Prevention Service*.

1.2 Health Equity, Promotion and Prevention Service

The Health Equity, Promotion and Prevention Service (HEPPS) works to improve access to health services and programs and the health outcomes of SESLHD communities by:

- Building capacity of clinical services to deliver equitable, inclusive and preventative healthcare
- Building capacity of community organisations, other government agencies and communities experiencing disadvantage to increase health literacy, improve access to health services and programs, increase knowledge and skills for healthy living, and create health promoting environments
- Working in partnership with consumers, carers, communities and service providers to co-design effective programs
- Developing and supporting targeted models of care and preventative health programs
- Addressing gaps in evidence through targeted research
- Advocacy to improve health services and systems and enhance health promoting environments.

Health equity priorities of the unit include Aboriginal communities, carers, culturally and linguistically diverse communities, LGBTQI+ communities, people experiencing homelessness, people living in social housing/low socioeconomic communities, women experiencing disadvantage, and vulnerable young people.

Health promotion and prevention priorities of the unit include cancer prevention and screening, healthy ageing and falls prevention; obesity and diabetes prevention; addressing smoking, vaping, shisha smoking, and lifestyle behaviour change programs.

1.2.1 Former Priority Populations Unit

The Priority Populations Unit (PPU) brought together a number of programs that address the health needs of populations experiencing disadvantage throughout SESLHD. Since June 2021, the PaCH communications portfolio also sits within the PPU.

The role of the PPU was to identify and address health inequities experienced by identified populations. This was done in partnership with internal partners within SESLHD (including clinical services and health promotion programs) and external partners (including government agencies and non-government/community organisations).

The responses to health inequities included:

- Building capacity of internal health services and programs to deliver equitable, inclusive health care
- Building capacity of external service partners and identified communities/population groups to achieve better health literacy and health outcomes
- Developing and supporting targeted models of care
- Addressing gaps in evidence through targeted research
- Advocacy to improve health services and systems.

PPU worked to improve health outcomes for our target populations by:

- Using data and evidence to inform priority setting and planning
- Providing evidence-based health information, tailored to community needs
- Working in partnership to co-design and co-produce effective and sustainable strategies
- Using consultative and participatory mechanisms to enhance person centred health care
- Sharing the work of the unit to enhance capacity across the health and community sectors
- Monitoring and evaluating the work of the unit to ensure quality and effectiveness.

Program and portfolio areas included:

- Carers
- Community Partnerships
- Homelessness Health
- Multicultural and Refugee Health
- PaCH Communications
- Women's Health
- Youth Health

The PPU had a budgeted FTE of 22.77 comprising of Health Managers, Clinical Nurse Specialists, a Registered Nurse, a Psychologist and Administration Officers.

1.2.2 Former Health Promotion Service

The purpose of the Health Promotion Service (HPS) was to improve the health and wellbeing of our community. The priorities were guided by national, state and local strategic plans, local health and demographic data and community input.

The role of the service was to empower people to have more control over their health. HPS worked to:

- Ensure the community has the information they need to make decisions that will improve their health outcomes
- Collaborate with the community, local and state organisations to ensure that messages and actions the community can take to stay healthy are integrated into services, programs and projects

- Deliver programs and initiatives that improve people's quality of life and wellbeing, with a focus on healthy eating, physical activity, falls prevention, smoking cessation and creating healthy places and spaces
- Address risk factors for chronic diseases and influence the social determinants of health
- Use the best available evidence and approaches to health promotion and behaviour change theory.
- Take a multi-strategic, cross-sectorial approach to create supportive environments and positively influence the conditions that create poor health outcomes.

Areas of work included:

- Supporting the community to become smoke-free
- Promoting Get Healthy Information and Coaching Service and Get Healthy in Pregnancy
- Supporting healthy growth throughout childhood
- Creating a healthy future for children and families through a range of programs and initiatives
- Supporting initiatives around healthy active adults
- Improving health and wellbeing in older adults
- Working in partnership with Aboriginal communities to promote healthy lifestyles
- Working in partnership with the Chinese community to promote healthy lifestyles
- Creating healthier places and spaces.

The HPS had a budgeted FTE of 30.86 comprising of Health Managers, Senior Health Education Officers, Health Education Officers, and Administration Officers.

1.2.3 NSW Multicultural Health Communication Service

The NSW Multicultural Health Communication Service (MHCS) is a state-wide health service hosted by SESLHD. MHCS was established in 1997 by NSW Health to strengthen the capacity of health services and programs to effectively and appropriately communicate with people from culturally and linguistically diverse (CALD) backgrounds and coordinate the provision of multilingual health information. The strategic priorities of MHCS are to:

- Strengthen the capacity of health services and programs to effectively and appropriately communicate with people from culturally and linguistically diverse backgrounds
- Improve individual health literacy of people from culturally and linguistically diverse backgrounds and organisational health literacy capability, through co-design and collaboration
- Contribute to the evidence base to inform multicultural health communication policy and practice
- Provide a responsive, effective and efficient service.

The MHCS has a budgeted FTE of 6.84 comprising Health Managers, Systems Manager, a Senior Health Education Officer, Health Education Officers, and an Administration Officer.

1.3 Current Organisational Structure – January 2023

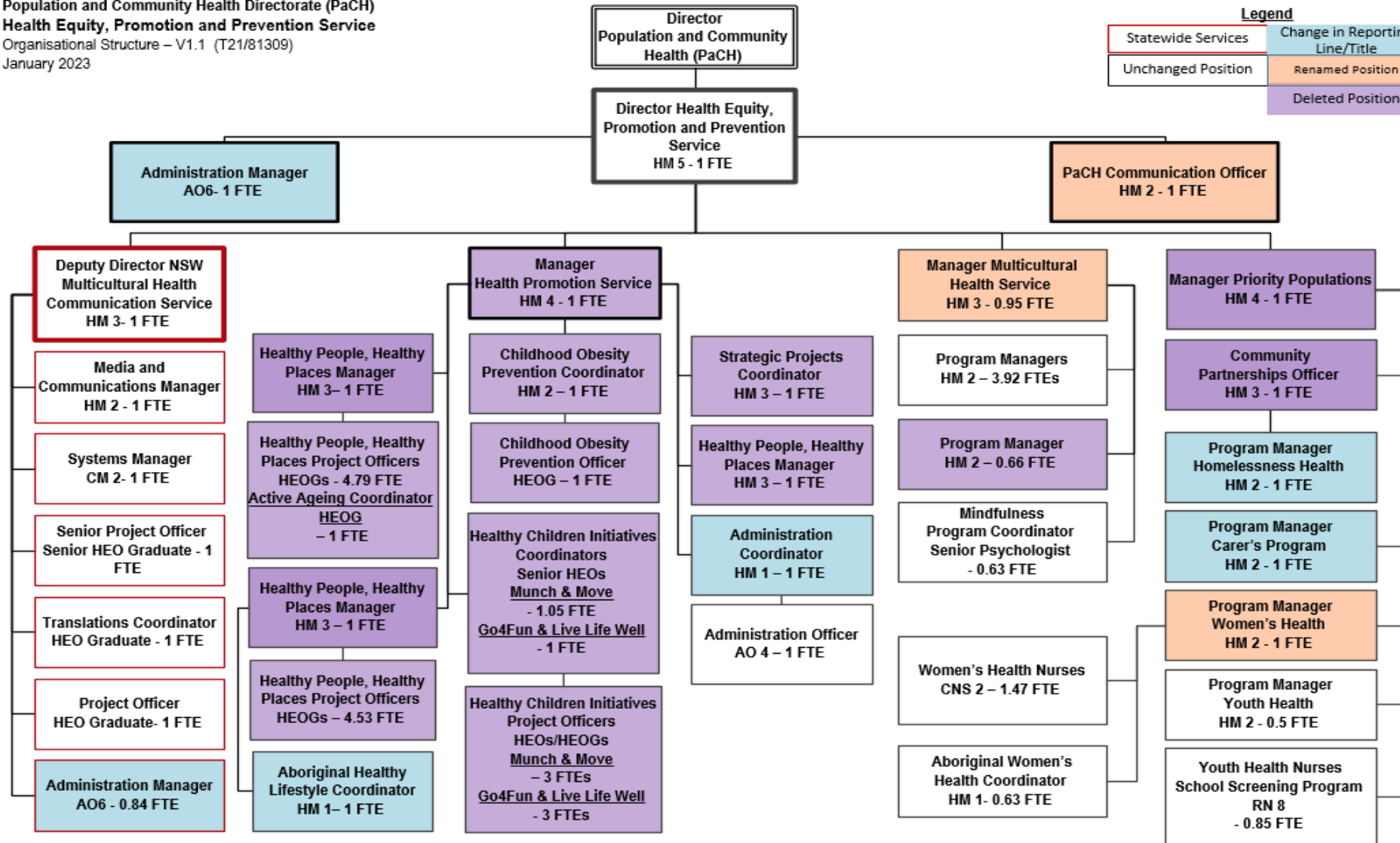
The current Organisational Structure of the Health Equity, Promotion and Prevention Service including proposed position changes are shown on page 6.

1.3.1 Health Equity, Promotion and Prevention Service (HEPPS) – January 2023

Population and Community Health Directorate (PaCH)
Health Equity, Promotion and Prevention Service
 Organisational Structure – V1.1 (T21/81309)
 January 2023

Legend

| | |
|--------------------|--------------------------------|
| Statewide Services | Change in Reporting Line/Title |
| Unchanged Position | Renamed Position |
| | Deleted Position |



2. Case for Change

The aims of the restructure of the Health Equity, Promotion and Prevention Service (HEPPS) are to:

- Align internal service priorities, and provide clear points of contact for internal and external partners;
- Enhance the focus on equity and prevention, and address gaps in the provision of health promotion programs to communities experiencing disadvantage, including Aboriginal and culturally and linguistically diverse communities;
- Enhance communication for behaviour change; to improve access to timely and culturally responsive information to support healthy lifestyles and self-management of chronic diseases.
- Create management and team structures which integrate work across teams and facilitate efficient, responsive and flexible approaches to service delivery and the changing needs of communities, internal and external partners; and
- Create career progression opportunities for staff, that more accurately reflect the requirements of the service and supports career progression pathways, talent acquisition, employee recognition, and succession planning.

Issues with the current structure include:

- Poor alignment of internal service priorities and coordination across teams;
- Limited resources and processes to support the delivery of health promotion programs to communities experiencing disadvantage;
- Gaps, duplication and lack of coordination of engagement with key internal and external stakeholders, including clinical services, non-government organisations, councils and other government departments;
- Disparate and unclear points of contact for internal and external partners in relation to key portfolios of work making collaboration challenging;
- Limited career progression opportunities for health promotion staff, resulting in high levels of staff turnover for staff seeking promotional positions.

The case for change was informed by the

- [South Eastern Sydney Local Health District Exceptional Care, Healthier Lives Strategic Plan 2022-2025](#), notably the Strategic Priority '*Partnering for Healthier Communities*'
- [South Eastern Sydney Local Health District Burudi Muru Yagu Aboriginal Health Implementation Plan](#)

as well as a range of Intersectoral and NSW Health frameworks, policies and guidelines to be locally implemented including:

- Intersectoral Homelessness Health Plan
- NSW Health First 2000 Days Framework
- NSW Health Framework for Women's Health
- NSW Health Growth Assessment in Children and Weight Status Assessment in Adults Guideline
- NSW Health Healthy Eating and Active Living Strategy
- NSW Health Healthy Food and Drink in NSW Health facilities for Staff and Visitors Framework

- NSW Health LGBTIQ+ Health Strategy 2022-2027
- NSW Health Plan for Healthy Culturally and Linguistically Diverse Communities
- NSW Health Recognition and Support for Carers Key Directions
- NSW Health Reducing the effects of smoking and vaping on pregnancy and newborn outcomes
- NSW Health Refugee Health Plan
- NSW Health Smoke-free Health Care Policy
- NSW Health Youth Health Framework

In addition to the context created by the strategic guidance outlined above, the experience through the pandemic has identified the need for:

- flexible, adaptable and responsive approaches to program delivery;
- a high level of sustained engagement with communities and partners to enable culturally safe/responsive approaches to emerging issues as well as prevention of complex health issues; and
- a focus on communities who experience a high burden of risk factors, barriers to access to care and poorer health outcomes.

There are multiple publications and data sources that describe health disparities at a local, NSW and national level. Examples of such resources include:

- AIHW reports on the health of Aboriginal and Torres Strait Islander people and CALD communities including: <https://www.aihw.gov.au/reports/australias-health/indigenous-health-and-wellbeing>; <https://www.aihw.gov.au/reports/indigenous-australians/contribution-of-chronic-disease-to-the-gap-in-mort/summary> and <https://www.aihw.gov.au/reports/cald-australians/chronic-conditions-cald-2021/contents/about>
- HealthStats NSW data e.g. [HealthStats NSW - Diabetes prevalence in adults](#)

The case for change was also informed by:

- Discussions with staff about current practice, gaps in service delivery and opportunities to improve service delivery;
- Discussions with internal and external partners about the needs, expectations, emerging issues and opportunities that were not being adequately addressed/met through current service delivery;
- Well established models of program delivery that highlight the need for a life-stage approach and settings-based approach; and
- Established approaches addressing health inequities and the design and delivery of models of care and health promotion programs to communities experiencing disadvantage.

The revised proposed structure establishes a management and team structure that supports the integration of work across the Health Equity, Promotion and Prevention Service, and embeds equity and prevention into the structure and core business of the service.

Overall service delivery will be enhanced through:

- Reducing inefficiencies, gaps and duplication of efforts, enabling more efficient, effective and targeted delivery of programs to where they will have the greatest impact;
- Establishing a management structure with responsibility for aligning priorities across teams and coordinating engagement with key internal and external partners;

- Providing a clear point of contact for internal and external partners to engage with senior staff in relation to population groups and settings;
- Establishing infrastructure to support cross-team work and ensure the workforce has the skills needed to support the ways of working identified above (see page 4); and
- Dedicating resources to support the delivery of health promotion programs to communities experiencing disadvantage.

Integration and cross-team work were key issues for discussion and consultation at a workshop with staff, conducted in October 2022. Key outcomes of the workshop included:

- Change in service name to Health Equity, Promotion and Prevention Service – effective from 1 January 2023.
- Establishment of a new meeting structure for the service – this includes the following:
 - Management Group meeting, with a focus on aligning priorities across teams and coordinating engagement with key internal and external partners to achieve the service objectives and relevant key performance indicators.
 - Project Support and Professional Development Committee, with a focus on coordination of cross-team work and ensuring staff have the knowledge, skills and opportunities relevant to the ways of working outlined above (see page 4).
 - Safety and Quality Committee, with a focus on clinical governance, patient safety, and quality improvement activity within HEPPS and MHCS.
 - All staff workshops/planning sessions to develop future strategic directions, cross-team infrastructure and professional skills – implementation of these workshops will commence once the proposed restructure has been approved by the CE.

This proposal outlines proposed changes to effectively and efficiently meet the aims of the restructure by:

- creating 6 new teams (Healthy Adults, Healthy Ageing team; Healthy Children and Young People team; Aboriginal Health Promotion team; Healthy Communities and Consumer Engagement team; Communications; and Administration teams) and deleting 5 existing teams (2 x Healthy People and Healthy Ageing teams and 3 small teams within the Healthy Children's Initiatives)
- creating 25.5 FTE new positions and deleting 28.09 FTE existing positions.
- streamlining the management structure, with a reduced number of senior positions (HM4 and HM3 positions) – decrease of 3 FTE senior positions;
- increasing promotional (HM2 and HM1 positions) - increase of 7 FTE positions to create a mid-layer of staff able to operate in a more senior capacity and retain staff within the service who are seeking career advancement
- renaming of 4.74 FTE positions for consistency across HEPPS and PaCH services
- changing reporting lines for 3.84 FTE positions to align to the proposed structure.

2.1 Creation of new teams and positions

2.1.1 Healthy Adults, Healthy Ageing Team

This team brings together positions from the former two (2) Healthy People, Healthy Places teams, to provide an enhanced focus on preventative health, provide a clear point of contact for internal and external partners and stakeholders, and streamline stakeholder engagement across key settings including adult and aged care clinical services, workplaces and community services targeting these age groups.

- Create 1 FTE HM3 - Manager, Healthy Adults, Healthy Ageing Team
- Create: 2 FTE HM2 – Program Manager, Healthy Adults, Healthy Ageing
- Create: 3.5 FTE HEOG – Health Promotion Officer, Healthy Adults, Healthy Ageing

The creation of a new team enables focus on portfolios including obesity and diabetes prevention, falls prevention, smoking and lifestyle behaviour change programs.

Currently, this is work done by the Healthy People, Healthy Places team comprising of 2 x HM3 positions, and Health Education Officers with a budgeted FTE of 12.76.

The creation of this team provides a clear point of contact to internal and external partners in relation to partnership opportunities and the delivery of targeted programs. It brings together staff working with this target population and within these key settings, to provide better alignment and coordination of programs and projects both internally, within HEPPS and across PaCH and district services.

2.1.2 Healthy Children and Young People Team

This team brings together positions from the former Healthy Children's Initiatives, which were grouped across three (3) small teams (Childhood Obesity; Munch and Move; and Live Life Well @ School/Go4Fun) to provide an enhanced focus on preventative health, provide a clear point of contact for internal and external partners and stakeholders, and streamline stakeholder engagement across key settings including child health services, early childhood, primary schools and secondary schools.

- Create 1 FTE HM3 - Manager, Healthy Children and Young People
- Create: 2 FTE HM2 – Program Manager, Healthy Children and Young People
- Create: 5 FTE HEOG – Health Promotion Officer, Healthy Children and Young People

The creation of a new team enables focus on the delivery of state-wide and local projects to children, young people and their families, with a focus on overweight and obesity prevention and the First 2000 Days.

Currently, this is the work done by the Childhood Obesity team and state-wide children's programs teams (Go4Fun, Munch and Move, Live Life Well@ School) comprising a HM2 position, Senior Health Education Officers and Health Education Officers with a budgeted FTE of 10.1.

The creation of this team provides clarity to internal and external partners in relation to partnership opportunities and the delivery of targeted programs. It brings together staff working with this target population and within these key settings, to provide better alignment and coordination of programs and projects both internally, within HEPPS and across PaCH and district services.

2.1.3 Aboriginal Health Promotion Team

The creation of a new team, providing a specific focus on Aboriginal health promotion, community engagement and capacity building of partner organisations enhances the focus on priority populations and addresses the gaps in health promotion programs for Aboriginal communities.

- **Create:** 1 FTE HM2 - Manager, Aboriginal Health Promotion Team (identified position)
- **Create:** 2 FTE HEO/G - Health Promotion Officer, Aboriginal Health Promotion Team (identified positions)

- **Move:** 1 FTE HM1 - Aboriginal Healthy Lifestyles position from Health Promotion Service into Aboriginal Health Promotion Team (identified position)

This team will bring Aboriginal Health Promotion practitioners together to work in collaboration with teams within HEPPS and across PaCH, and in close partnership with the SESLHD Aboriginal Health Unit, and other Aboriginal health workers in the district and community organisations.

The creation of the HM2 and HEO/G identified positions contributes to PaCH and the District goal of increasing the Aboriginal workforce. The HEO non-graduate award is consistent with levels of remuneration under the Aboriginal Health Worker award. The HEO/G award offers a higher level of remuneration as well as the flexibility to move into non-identified HEO/G positions as opportunities arise.

The HM2 position will provide a central point of leadership and coordination in relation to community engagement around health promotion and prevention programs, and provides management and career progression opportunities for Aboriginal staff within the district.

2.1.4 Healthy Communities and Consumer Engagement Team

The creation of a new team will combine a current focus of HEPPS (including Community Partnerships and Homelessness Health) with an enhanced focus on establishing and maintaining partnerships with Councils, NSW Department of Communities and Justice (DCJ) and non-government organisations (NGOs). Currently, this work is done by a disparate group of staff across HEPPS, either as their full-time role or part of their role, with no central point of coordination.

- **Create:** 1 FTE HM3 - Manager, Healthy Communities and Consumer Engagement
- **Create:** 1 FTE HM2 - Program Manager, Healthy Communities and Consumer Engagement
- **Create:** 2 FTE HEOG - Health Promotion Officer, Healthy Communities and Consumer Engagement
- **No change:** 1 FTE HM2 – Program Manager Homelessness Health

The creation of this team provides clarity to internal and external partners in relation to partnership opportunities and the delivery of targeted programs. It brings together staff working within these key settings, to provide better alignment and coordination of programs and projects both internally, within HEPPS and across PaCH and district services.

The work of the team will include coordinating and supporting consumer, carer and community engagement across PaCH, supporting place-based health initiatives and delivering targeted programs with partners including creating healthy environments.

2.1.5 Communications Team

This team brings together the existing PACH Communications Officer (HM2) position and a newly created promotional position (HM1) to enhance communication about health equity, promotion and prevention. The newly created HM1 position enhances cross-team support to communicate for behaviour change.

- **Rename:** 1 FTE HM2 - Communications Officer, PaCH to Senior Communications Officer, PaCH
- **Create:** 1 FTE HM1 - Communications Officer

The primary purpose of the HM1 role is to plan, implement and evaluate communication strategies to support programs and projects across HEPPS. The role will also support the Senior Communications Officer, PaCH in delivering communication advice and support across PaCH.

2.1.6 Administration Team

This team brings together existing Administration staff to ensure efficient and effective administrative support across HEPPS and MHCS.

- **Rename:** 1 FTE Administration Coordinator (HM1) to Administration Manager
- **No change:** 1 FTE Administration Officer (AO4)
- **Rename and move:** 1 FTE Administration Officer (AO6) to Senior Administration Officer

The creation of this team will allow for clear role delineation and allocation of tasks across HEPPS and MHCS.

2.2 New positions within existing teams

2.2.1 Multicultural Health Team

Newly created positions will enhance the focus on priority populations and address gaps in health literacy, health promotion and prevention programs for culturally and linguistically diverse communities.

- **Create:** 2 FTE HEOG – Bilingual Health Promotion Officer, Multicultural Health Team

Creation of Bilingual Health Promotion Officer positions will add value to the existing multidisciplinary team comprised of Manager Multicultural Health Team (Health Manager Level 3 (HM3) - 0.95 FTE), Program Managers (Health Manager Level 2 (HM2) - 3.92 FTE) and Mindfulness Coordinator (0.63 FTE).

The primary purpose of the Bilingual Health Promotion Officer positions is to deliver in-language, culturally tailored health promotion and prevention programs, in collaboration with teams within HEPPS and across PaCH, and in partnership with community organisations and groups.

This role is currently contracted to non-government organisations (NGOs) on an ad hoc basis, with limited scope for expansion. The new roles would enhance relationships and engagement with communities and enable a community capacity building approach across multiple NGOs and community groups.

2.3 Other newly created positions

2.3.1 Deputy Director, Health Equity, Promotion and Prevention Service

This position has been created to enhance the effective and efficient leadership and management of the Health Equity, Promotion and Prevention Service.

- **Create:** 1 FTE - Deputy Director, Health Equity, Promotion and Prevention Service (HM4)

It is proposed that this position will provide strategic and operational management of key portfolios with the Health Equity, Promotion and Prevention Service (HEPPS) including:

- Healthy Communities and Consumer Engagement team

- Youth Health Program
- Women's Health Program
- Carers Program

The position will also:

- support the Director in the strategic and operational management of the service
- manage the Administration team and ensure efficient and effective administrative support across HEPPS and MHCS
- lead safety and quality initiatives and reporting for HEPPS

2.4 Positions for Deletion

Under this restructure it is proposed that the following positions will be deleted:

- **Delete:** 1 FTE: Health Promotion Service Manager, HPS (HM4)
- **Delete:** 1 FTE Manager, Priority Populations (HM4)
- **Delete:** 3 FTE: Healthy People, Healthy Places Manager, HPS (HM3)
- **Delete:** 1 FTE Community Partnerships Officer (HM3)
- **Delete:** 1 FTE: Strategic Projects Coordinator, HPS (HM3)
- **Delete:** 1 FTE: Childhood Obesity Coordinator, HPS (HM2)
- **Delete:** 0.66 FTE: Community Programs Manager, Multicultural Health Service (HM2)
- **Delete:** 2.05 FTE: Senior Health Education Officer, HPS (SHEOG)
- **Delete:** 17.38 FTE: Health Education Officer, HPS (HEOG)

The deletion of 2 FTE HM 4 and 5 FTE HM 3 positions enables

- Creation of 1 FTE Deputy Director, Health Equity, Promotion and Prevention Service (HM4) position to enhance the effective and efficient leadership and management of the Health Equity, Promotion and Prevention Service, and support the Director, Health Equity, Promotion and Prevention Service role, in relation to strategic leadership, management of stakeholder engagement and coordination of work across teams within the service to enhance the focus on equity and prevention.
- Creation of 3 FTE HM3 positions, (Manager Healthy Adults, Healthy Ageing; Manager Healthy Children and Young People; Manager Healthy Communities and Consumer Engagement) which will have a clear focus on target populations and key settings, as well as line management responsibilities for staff working in these areas.
- Clear points of contact for internal and external stakeholders. Three of the five current HM3 positions have the same title, leading to confusion for internal and external stakeholders. There is an inequity in workload across the HM3 positions; three of the positions have direct reports and manage multiple programs. It is proposed that the primary purpose of the HM3 positions in the new structure is to plan, coordinate, lead and manage human and financial resources, consistent with responsibilities for HM3 positions in HEPPS.
- Moving the line management of 2 FTE HM3 positions (Manager, Healthy Adults, Healthy Ageing and Manager, Healthy Children and Young People) to the Director, Health Equity, Promotion and Prevention Service will enable greater alignment of priorities, coordination of cross team projects and operational efficiencies.
- Moving the line management of 1 FTE HM3 position (Manager, Healthy Communities and Consumer Engagement) to the Deputy Director, Health Equity, Promotion and Prevention Service, will streamline stakeholder engagement across HEPPS with key

partners including Councils, Department of Communities and Justice, and key NGOs providing support to communities experiencing disadvantage.

- Reducing the number of HM4 and HM3 positions supports the creation of promotional positions (HM2 and HM1) to create a mid-layer of staff able to operate in a more senior capacity and retain staff within the service who are seeking career advancement.

The Childhood Obesity Coordinator (1 FTE HM2) position is no longer required (currently vacant) as the responsibilities for this role will be incorporated into the newly created Healthy Children and Young People team.

The Community Programs Manager (0.66 FTE HM2) position in the Multicultural Health Service is no longer required as the responsibilities of this role have been absorbed by other positions. The creation of 2 FTE Bilingual Health Promotion Officers will enhance the focus on priority populations and address gaps in health promotion and prevention programs for culturally and linguistically diverse communities.

This restructure proposes deleting 2.05 FTE SHEOG positions and 17.38 HEO positions and creating the following positions:

- 5 FTE Program Manager (HM2) across three teams – 2 FTE Healthy Adults, Healthy Ageing; 2 FTE Healthy Children and Young People; and 1 FTE Healthy Communities and Consumer Engagement
- 1 FTE Manager, Aboriginal Health Promotion (HM2)
- 1 FTE Communications Officer (HM1)
- 10.5 FTE Health Promotion Officers (HEOG) across three teams – 3.5 FTE Healthy Adults, Healthy Ageing; 5 FTE Healthy Children and Young People; and 2 FTE Healthy Communities and Consumer Engagement
- 2 FTE Aboriginal Health Promotion Officer (HEO/G)
- 2 FTE Bilingual Health Promotion Officer (HEOG)

This better reflects the skill level required for the future and enables a structure that supports career progression pathways, talent acquisition, employee recognition, and succession planning.

2.5 Positions with changes in reporting line/change in position title

It is proposed that the following positions have a change in reporting line to align with the proposed structure:

- 1 FTE Aboriginal Healthy Lifestyles Coordinator (HM1) – reporting to Manager Aboriginal Health Promotion team
- 1 FTE Administration Coordinator (HM1) – reporting to Deputy Director, HEPPS

It is proposed that the following positions have a change in position title, to align with the proposed structure and for internal consistency:

- 1 FTE Manager, Multicultural Health Team (HM3) – changed from Manager, Multicultural Health Service
- 1 FTE Senior Communications Officer PaCH (HM2) – changed from Communications Officer, PaCH
- 1 FTE Manager, Women's Health Program (HM2) – changed from Program Manager, Women's Health
- 1 FTE Administration Manager (HM1) - changed from Administration Coordinator

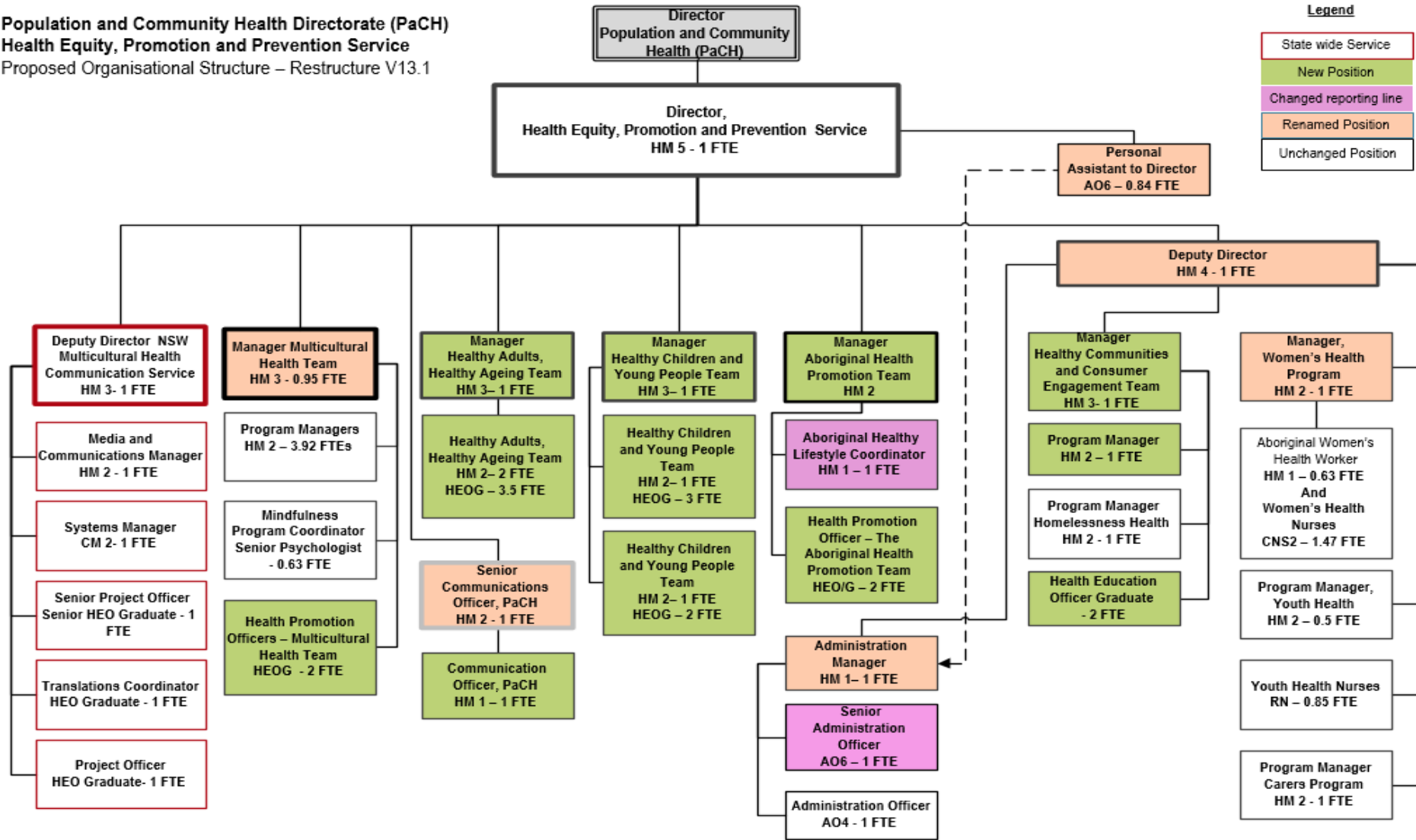
It is also proposed that the following positions have a change in both reporting line and position title, to again align with the proposed structure and for internal consistency:

- 1 FTE Senior Administration Officer (AO6) – changed from Administration Officer and reporting to Administration Coordinator
- 0.84 FTE Personal Assistant (AO6) – changed from Administration Officer and reporting to Director, HEPPS

3 Proposed Organisation Structure

3.1 Proposed Organisation Structure – Health Equity, Promotion and Prevention Service

Population and Community Health Directorate (PaCH)
Health Equity, Promotion and Prevention Service
Proposed Organisational Structure – Restructure V13.1



3.2 Summary of Proposed Changes

Details regarding the proposed changes to the Health Equity, Promotion and Prevention Service are outlined in the following table.

| New Positions | Positions Deleted | Renamed Positions | Positions with changed reporting lines |
|---|---|--|---|
| Total number of FTE: 25.5 | Total number of FTE: 28.09 | Total number of FTE: 5.79 | Total number of FTE: 3.84 |
| <ul style="list-style-type: none"> 1 FTE x Deputy Director, HEPPS (HM4) 1 FTE x Manager, Healthy Adults, Healthy Ageing (HM3) 1 FTE x Manager, Healthy Children and Young People (HM3) 1 FTE x Manager, Healthy Communities and Consumer Engagement (HM3) 2 FTE x Program Manager, Healthy Adults, Healthy Ageing (HM2) 2 FTE x Program Manager, Healthy Children and Young People (HM2) 1 FTE x Program Manager, Healthy Communities and Consumer Engagement (HM2) 1 FTE x Manager, Aboriginal Health Promotion (HM2) 1 FTE x Communications Officer (HM1) 3.5 FTE x Health Promotion Officer, Healthy Adults, Healthy Ageing (HEOG) 5 FTE x Health Promotion Officer, Healthy Children and Young People (HEOG) 2 FTE x Health Promotion Officer, Healthy Communities and Consumer Engagement (HEOG) 2 FTE x Aboriginal Health Promotion Officers, Aboriginal Health Promotion Team (HEO/G) – identified positions 2 FTE x Bilingual Health Promotion Officers, Multicultural Health Team (HEOG) | <ul style="list-style-type: none"> 1 FTE x Health Promotion Manager (HM4) 1 FTE x Manager Priority Populations (HM4) 3 FTE x Healthy People, Healthy Places Manager (HM3) 1 FTE x Community Partnerships Officer (HM3) 1 FTE x Strategic Projects Coordinator (HM3) 1 FTE x Childhood Obesity Coordinator (HM 2) 0.66 FTE x Community Programs Manager, MHS (HM2) 2.05 FTE x Senior Health Education Officers (SHEOG) 17.38 FTE x Health Education Officers (HEOG) | <ul style="list-style-type: none"> 0.95 FTE Manager, Multicultural Health Service to Manager, Multicultural Health Team (HM3) 1 FTE x Communications Officer PaCH to Senior Communications Officer, PaCH 1 FTE x Program Manager, Women's Health to Manager, Women's Health Program 1 FTE x Administration Officer to Senior Administration Officer (AO6) <ul style="list-style-type: none"> 0.84 FTE Administration Officer to Personal Assistant (AO6) 1 FTE x Administration Coordinator to Administration Manager | <ul style="list-style-type: none"> 1 FTE x Aboriginal Lifestyle Coordinator (HM1) 1 FTE x Administration Coordinator, HEPPS (HM1) 1 FTE x Senior Administration Officer (AO6) 0.84 FTE x Personal Assistant (AO6) |

4. Proposed Changes to Positions

4.1. New Positions

| No. | Position Title | Summary of Proposed Change |
|-----|--|---|
| 1 | 1 FTE Deputy Director, HEPPS (HM4) | <p>New position created which will report to the Director, HEPPS (HM5).</p> <p>The primary purpose of the role is to provide strong leadership and senior management of multiple teams and programs, whilst overseeing, in collaboration with the Director, the operations of the Health Equity Promotion and Prevention Service (HEPPS) to ensure delivery of an integrated and effective service.</p> |
| 2 | 1 FTE Manager, Healthy Adults, Healthy Ageing (HM3) | <p>New position created which will report to the Director, HEPPS (HM5).</p> <p>The primary purpose of this role is to plan, coordinate, lead and manage human and financial resources of the team to provide a cost effective, quality service that meets key performance indicators and financial accountabilities of the Health Equity, Promotion and Prevention Service.</p> <p>The role will work as part of a management team across Health Equity, Promotion and Prevention Service to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will also provide high level strategic advice in relation to health equity, promotion and prevention programs and oversee the management of programs/projects, conducted in partnership with key stakeholders.</p> |
| 3 | 1 FTE Manager, Healthy Children and Young People (HM3) | <p>New position created which will report to the Director, HEPPS (HM5).</p> <p>The primary purpose of this role is to plan, coordinate, lead and manage human and financial resources of the team to provide a cost effective, quality service that meets key performance indicators and financial accountabilities of the Health Equity, Promotion and Prevention Service.</p> <p>The role will work as part of a management team across Health Equity, Promotion and Prevention Service to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will also provide high level strategic advice in relation to health equity, promotion and prevention programs and oversee the management of programs/projects, conducted in partnership with key stakeholders.</p> |
| 4 | 1 FTE Manager, Healthy Communities and Consumer Engagement (HM3) | <p>New position created which will report to the Director, HEPPS (HM5).</p> <p>The primary purpose of this role is to plan, coordinate, lead and manage human and financial resources of the team to provide a</p> |

| No. | Position Title | Summary of Proposed Change |
|-----|---|---|
| | | <p>cost effective, quality service that meets key performance indicators and financial accountabilities of the Health Equity, Promotion and Prevention Service.</p> <p>The role will work as part of a management team across Health Equity, Promotion and Prevention Service to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will also provide high level strategic advice in relation to health equity, promotion and prevention programs and oversee the management of programs/projects, conducted in partnership with key stakeholders.</p> |
| 5 | 2 FTE Program Manager Healthy Adults and Healthy Ageing (HM2) | <p>New positions created for the Healthy Adults and Healthy Ageing Team. These positions will report to the Manager Healthy Adults and Healthy Ageing (HM3).</p> <p>The primary purpose of this role is to provide high level leadership in community engagement and program/ project management to support the efficient and effective operation of the Healthy Adults and Healthy Ageing Team to achieve business and service objectives.</p> <p>The role will lead and manage programs, projects and initiatives to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will provide expert advice in relation to evidence-based approaches to health equity, promotion and prevention programs and in tailoring programs/projects to the needs of the community.</p> |
| 6 | 2 FTE Program Manager Healthy Children and Young People (HM2) | <p>New positions created for the Healthy Children and Young People Team. These positions will report to the Manager Healthy Children and Young People (HM3).</p> <p>The primary purpose of this role is to provide high level leadership in community engagement and program/project management to support the efficient and effective operation of the Healthy Children and Young People Team to achieve business and service objectives.</p> <p>The role will lead and manage staff, programs, projects and initiatives to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will provide expert advice in relation to evidence-based approaches to health equity, promotion and prevention programs and in tailoring programs/ projects to the needs of the community.</p> |
| 7 | 1 FTE Program Manager, Healthy Communities and | New position created for the Healthy Communities and Consumer Engagement Team. This position will report to |

| No. | Position Title | Summary of Proposed Change |
|-----|--|---|
| | Consumer Engagement (HM2) | <p>Manager, Healthy Communities and Consumer Engagement (HM3).</p> <p>The primary purpose of this role is to provide high level leadership in community engagement and program/ project management to support the efficient and effective operation of the Healthy Communities and Consumer Engagement Team to achieve service objectives.</p> <p>The role will lead and manage programs, projects and initiatives to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will provide expert advice in relation to evidence-based approaches to health equity, promotion and prevention programs and in tailoring programs/ projects to the needs of the community.</p> |
| 8 | 1 FTE Manager Aboriginal Health Promotion (HM2) | <p>New position created for the Aboriginal Health Promotion Team. This position will report to the Director, Health Equity, Promotion and Prevention Service (HM5).</p> <p>The primary purpose of this role is to provide high level leadership in community engagement and program/ project management to support the efficient and effective operation of the Aboriginal Health Promotion Team to achieve business and service objectives.</p> <p>The role will lead and manage staff, programs, projects and initiatives to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will provide expert advice in relation to evidence-based approaches to health equity, promotion and prevention programs and in tailoring programs/ projects to the needs of the community.</p> |
| 9 | 1 FTE Communications Officer (HM1) | <p>New position created for the Communications Team. This position will report to the Senior Communications Officer PaCH and focus on supporting health promoting communication to partners and community.</p> <p>The primary purpose of this role is to provide communications advice, support and guidance for the Health Equity, Promotion and Prevention Service (HEPPS).</p> <p>The role will support the planning, implementation and evaluation of communication strategies and provide advice and guidance in relation to tailoring communication to the needs of partner organisations and communities.</p> |
| 10 | 3.5 FTE Health Promotion Officer, Healthy Adults and Healthy Ageing (HEOG) | <p>New positions created for the Healthy Adults and Healthy Ageing Team. These positions will report to Manager, Healthy Adults and Healthy Ageing (HM3).</p> |

| No. | Position Title | Summary of Proposed Change |
|-----|--|--|
| | | <p>The primary purpose of this role is to contribute to the planning, implementation and evaluation of programs/ projects to support the efficient and effective operation of the Healthy Adults, Healthy Ageing Team to achieve business and service objectives.</p> <p>The position will work within and across teams in the Service to deliver targeted programs to identified communities, support partnerships with key stakeholders, and provide advice and guidance in relation to tailoring projects to the needs of the community.</p> |
| 11 | 5 FTE Health Promotion Officer, Healthy Children and Young People (HEOG) | <p>New positions created for the Healthy Children and Young People Team. These positions will report to Manager, Healthy Children and Young People (HM3).</p> <p>The primary purpose of this role is to contribute to the planning, implementation and evaluation of programs/ projects to support the efficient and effective operation of the Healthy Children and Young People Team to achieve business and service objectives.</p> <p>The position will work within and across teams in the Service to deliver targeted programs to identified communities, support partnerships with key stakeholders, and provide advice and guidance in relation to tailoring projects to the needs of the community.</p> |
| 12 | 2 FTE Health Promotion Officer, Healthy Communities and Consumer Engagement (HEOG) | <p>New positions created for the Healthy Communities and Consumer Engagement Team. These positions will report to Manager, Healthy Communities and Consumer Engagement (HM3).</p> <p>The primary purpose of this role is to contribute to the planning, implementation and evaluation of programs/ projects to support the efficient and effective operation of the Healthy Communities and Consumer Engagement Team to achieve business and service objectives.</p> <p>The position will work within and across teams in the Service to deliver targeted programs to identified communities, support partnerships with key stakeholders, and provide advice and guidance in relation to tailoring projects to the needs of the community.</p> |
| 13 | 2 FTE Aboriginal Health Promotion Officer (HEO/G) | <p>New positions created for the Aboriginal Health Promotion Team. This position will report to the Manager Aboriginal Health Promotion (HM2).</p> <p>The primary purpose of this role is to contribute to the planning, implementation and evaluation of programs/ projects to support the efficient and effective operation of the Aboriginal Health Promotion Team to achieve business and service objectives,</p> <p>This role will have a focus on Aboriginal communities and will work within and across teams in the Service to deliver targeted programs to identified communities, and support partnerships with key stakeholders.</p> |

| No. | Position Title | Summary of Proposed Change |
|-----|---|--|
| | | The role will provide advice and guidance in relation to tailoring projects to the needs of the community. |
| 14 | 2 FTE Health Promotion Officer - Multicultural Health Team (HEOG) | <p>New position created for the Multicultural Health Team This position will report to the Manager, Multicultural Health Team (HM3).</p> <p>The primary purpose of this role is to contribute to the planning, implementation and evaluation of programs/ projects to support the efficient and effective operation of the Multicultural Health Team to achieve business and service objectives.</p> <p>This role will have a focus on culturally and linguistically diverse communities and work within and across teams in the Service to deliver targeted programs to identified communities, and support partnerships with key stakeholders.</p> <p>The role will provide advice and guidance in relation to tailoring projects to the needs of the community.</p> |

4.2 Positions Renamed

| No. | Existing Title | New Title |
|-----|--|--|
| 1 | Manager, Multicultural Health Service 0.9 FTE x HM3 | Manager, Multicultural Health Team HM 3 X 0.9 FTE |
| 2 | Communications Officer PaCH 1 FTE x HM2 | Senior Communications Officer, PaCH HM 2 x 1 FTE |
| 3 | Administration Officer 1 FTE x AO6 | Senior Administration Officer 1 FTE x AO6 |
| 4 | Administration Officer 0.84 FTE x AO6 | Personal Assistant 0.84 FTE x AO6 |
| 5 | Program Manager, Women's Health 1 FTE x HM2 | Manager, Women's Health Program 1 FTE x HM 2 |
| 6 | Administration Coordinator 1 FTE x HM1 | Administration Manager 1 FTE x HM1 |

4.3 Positions deleted

| No. | Position Title | Summary of Proposed Change | Filled/ Vacant | Incumbent affected |
|-----|---|--|-------------------|-----------------------|
| 1 | 1 FTE Health Promotion Service Manager (HM4) | <p>This position will be deleted to:</p> <ul style="list-style-type: none"> • reduce duplication of leadership and management functions at the HM4 level; and • create 1 FTE Deputy Director, Health Equity, Promotion and Prevention Service (HM4) position to enhance the effective and efficient leadership and management of the Health Equity, Promotion and Prevention Service, and support the Director, Health Equity, Promotion and Prevention Service role, in relation to strategic leadership, management of stakeholder engagement and coordination of work across teams within the service to enhance the focus on equity and prevention. | Filled | Yes |
| 2 | 1 FTE Manager, Priority Populations (HM4) | <p>This position will be deleted to:</p> <ul style="list-style-type: none"> • reduce duplication of leadership and management functions at the HM4 level; and • create 1 FTE Deputy Director, Health Equity, Promotion and Prevention Service (HM4) position to enhance the effective and efficient leadership and management of the Health Equity, Promotion and Prevention Service, and support the Director, Health Equity, Promotion and Prevention Service role, in relation to strategic leadership, management of stakeholder engagement and coordination of work across teams within the service to enhance the focus on equity and prevention. | Filled | Yes |
| 3 | 3 FTE Healthy People Healthy Places Manager, Health Promotion Service (HM3) | <p>These positions will be deleted to:</p> <ul style="list-style-type: none"> • reduce duplication of leadership and management functions at the HM3 level; • create 3 FTE HM3 positions, (Manager Healthy Adults, Healthy Ageing; Manager Healthy Children and Young People; Manager Healthy Communities and Consumer Engagement) which will have a clear focus on target populations and key settings, as well as line management responsibilities for staff working in these areas. • create clear points of contact for internal and external stakeholders; these three HM3 positions have the same title, leading to confusion for internal and external stakeholders. There is an inequity in | Filled | Yes |

| No. | Position Title | Summary of Proposed Change | Filled/ Vacant | Incumbent affected |
|-----|---|---|-------------------|-----------------------|
| | | <p>workload across the HM3 positions; two of the positions have direct reports and manage multiple programs.</p> <ul style="list-style-type: none"> move the line management of 2 FTE HM3 positions (Manager, Healthy Adults, Healthy Ageing and Manager, Healthy Children and Young People) to the Director, Health Equity, Promotion and Prevention Service which will enable greater alignment of priorities, coordination of cross team projects and operational efficiencies. | | |
| 4 | 1 FTE Community Partnerships Officer (HM3) | <p>This position will be deleted to:</p> <ul style="list-style-type: none"> reduce duplication of leadership and management functions at the HM4 and HM3 levels; and create 3 FTE HM3 positions, (Manager Healthy Adults, Healthy Ageing; Manager Healthy Children and Young People; Manager Healthy Communities and Consumer Engagement) which will have a clear focus on target populations and key settings, as well as line management responsibilities for staff working in these areas. create clear points of contact for internal and external stakeholders; there is significant overlap in key stakeholders such as local councils between this position and the Strategic Projects Coordinator position. move the line management of 1 FTE HM3 position (Manager, Healthy Communities and Consumer Engagement) to the Deputy Director, HEPPS which will streamline stakeholder engagement across HEPPS with key partners including Councils, Department of Communities and Justice, and key NGOs providing support to communities experiencing disadvantage. | Filled | Yes |
| 5 | 1 FTE Strategic Projects Coordinator – Health Promotion Service (HM3) | <p>This position will be deleted to:</p> <ul style="list-style-type: none"> reduce duplication of leadership and management functions at the HM4 and HM3 levels; and create 3 FTE HM3 positions, (Manager Healthy Adults, Healthy Ageing; Manager Healthy Children and Young People; Manager Healthy Communities and Consumer Engagement)) to the Deputy Director, HEPPS which will have a clear focus on target populations and key settings, as well as line management | Filled | Yes |

| No. | Position Title | Summary of Proposed Change | Filled/ Vacant | Incumbent affected |
|-----|---|--|-------------------|-----------------------|
| | | <p>responsibilities for staff working in these areas.</p> <ul style="list-style-type: none"> create clear points of contact for internal and external stakeholders; there is significant overlap in key stakeholders such as local councils between this position and the Strategic Projects Coordinator position. move the line management of 1 FTE HM3 position (Manager, Healthy Communities and Consumer Engagement) which will streamline stakeholder engagement across HEPPS with key partners including Councils, Department of Communities and Justice, and key NGOs providing support to communities experiencing disadvantage. | | |
| 6 | 1 FTE Childhood Obesity Coordinator, Health Promotion Service (HM2) | This position is no longer required (currently vacant) as the responsibilities for this role will be incorporated into the newly created Healthy Children and Young People team. | Vacant | No |
| 7 | 0.66 FTE Community Programs Manager, Multicultural Health Service (HM2) | <p>This position is no longer required as the responsibilities of this role have been absorbed by other positions.</p> <p>The creation of 2 FTE Bilingual Health Promotion Officers will enhance the focus on priority populations and address gaps in health promotion and prevention programs for culturally and linguistically diverse communities.</p> | Vacant | No |
| 8 | 2.05 FTE Healthy Children's Initiatives Coordinators (SHEOG) | <p>These positions will be deleted to:</p> <ul style="list-style-type: none"> create 2 FTE Program Manager (HM2) positions within the Healthy Children and Young People team - these are promotional positions and better reflect the skill level required for the future and enables a structure that supports career progression pathways, talent acquisition, employee recognition, and succession planning. | Filled | Yes |
| 9 | 17.38 FTE Health Promotion Officers, (HEOG) | <p>These positions will be deleted to:</p> <ul style="list-style-type: none"> create 3 FTE Program Manager (HM2) positions across two teams – 2 FTE Healthy Adults, Healthy Ageing; and 1 FTE Healthy Communities and Consumer Engagement - these are promotional positions and better reflect the skill level required for the future and enables a structure that supports career progression pathways, talent acquisition, employee recognition, and succession planning | Filled | Yes |

| No. | Position Title | Summary of Proposed Change | Filled/ Vacant | Incumbent affected |
|-----|----------------|---|-------------------|-----------------------|
| | | <ul style="list-style-type: none"> create 1 FTE Communications Officer (HM1) – these are promotional positions and better reflect the skill level required for the future and enables a structure that supports career progression pathways, talent acquisition, employee recognition, and succession planning create 10.5 FTE Health Promotion Officers (HEOG) across three teams – 3.5 FTE Healthy Adults, Healthy Ageing; 5 FTE Healthy Children and Young People; and 2 FTE Healthy Communities and Consumer Engagement create 1 FTE Manager, Aboriginal Health Promotion (HM2) position and 2 FTE Aboriginal Health Promotion Officer (HEOG) positions – these are identified positions that will enhance the Aboriginal workforce across PaCH and the district, and enhance delivery of health promotion programs to Aboriginal communities create 2 FTE Bilingual Health Promotion Officer (HEOG) positions, to enhance delivery of health promotion programs to culturally and linguistically communities | | |

4.4 Positions with Changes to Reporting Lines

| No. | Position Title | Summary of Proposed Change | Filled or Vacant | Incumbent affected |
|-----|--|---|---------------------|-----------------------|
| 1 | Aboriginal Healthy Lifestyles Coordinator HM1 x 1 FTE | From: Aboriginal Lifestyle Coordinator position from Manager, Healthy People, Healthy Places To: Manager Aboriginal Health Promotion | Filled | Yes |
| 2 | Administration Manager HM1 x 1 FTE | From: Health Promotion Manager To: Deputy Director, HEPPS | Filled | Yes |
| 3 | Senior Administration Officer (previously Administration Officer) AO6 x 1 FTE | From: Director, HEPPS To: Administration Coordinator | Filled | Yes |
| 4 | Personal Assistant (previously Administration Officer) AO6 x 0.84 FTE | Form: Deputy Director, MHCS To: Director, HEPPS | Filled | Yes |

5. Recruitment and matching process

7 FTE new positions required a grading process.

- 5 FTE Program Manager (HM2) – various teams: Healthy Adults, Healthy Ageing; Healthy Children and Young People; Healthy Communities and Consumer Engagement
- 1 FTE Manager, Aboriginal Health Promotion team (HM2)
- 1 FTE Communications Officer (HM1)

5 FTE new positions will be advertised and a merit-based selection process will be undertaken:

- 1 FTE Manager, Aboriginal Health Promotion team (HM2)
- 2 FTE Aboriginal Health Promotion Officer (HEO/G)
- 2 FTE Bilingual Health Promotion Officer (HEOG)

4 FTE new positions will undergo an EOI merit based selection process open to affected permanent staff at existing classification and grade:

- 1 FTE Deputy Director, Health Equity Promotion and Prevention (HM4)
- 1 FTE Manager, Healthy Adults, Healthy Ageing (HM3)
- 1 FTE Manager, Healthy Children and Young People (HM3)
- 1 FTE Manager, Healthy Communities and Consumer Engagement (HM3)

6 FTE new positions will undergo an EOI merit based selection process open to affected permanent staff within HEPPS:

- 2 FTE Program Manager, Healthy Adults, Healthy Ageing (HM2)
- 2 FTE Program Manager, Healthy Children and Young People (HM2)
- 1 FTE Program Manager, Healthy Communities and Consumer Engagement (HM2)
- 1 FTE Communications Officer (HM1)

10.5 FTE new positions will undergo an EOI process and be matched (open to affected permanent staff within HEPPS):

- 3.5 FTE Health Promotion Officer, Healthy Adults, Healthy Ageing (HEOG)
- 5 FTE Health Promotion Officer, Healthy Children and Young People (HEOG)
- 2 FTE Health Promotion Officer, Healthy Communities and Consumer Engagement (HEOG)

| No. | Position Title | Advertising or Matching expected | Position matched to or new |
|-----|---|---|----------------------------|
| 1 | 1 FTE Deputy Director, HEPPS (HM4) | EOI merit based selection process open to affected permanent staff at existing classification and grade | New |
| 2 | 1 FTE Manager Healthy Adults, Healthy Ageing (HM3) | EOI merit based selection process open to affected permanent staff at existing classification and grade | New |
| 3 | 1 FTE Manager Healthy Children and Young People (HM3) | EOI merit based selection process open to affected permanent staff at existing classification and grade | New |
| 4 | 1 FTE Manager Healthy Communities and Consumer Engagement (HM3) | EOI merit based selection process open to affected permanent staff at existing classification and grade | New |

| No. | Position Title | Advertising or Matching expected | Position matched to or new |
|-----|--|--|----------------------------|
| 5 | 2 FTE Program Manager, Healthy Children and Young People (HM2) | EOI merit based selection process open to affected permanent staff | New |
| 6 | 2 FTE Program Manager, Healthy Adults, Healthy Ageing (HM2) | EOI merit based selection process open to affected permanent staff | New |
| 7 | 1 FTE Program Manager, Healthy Communities and Consumer Engagement (HM2) | EOI merit based selection process open to affected permanent staff | New |
| 8 | 1 FTE Manager, Aboriginal Health Promotion (HM2) | External Advertising | New |
| 9 | 1 FTE Communications Officer (HM1) | EOI merit based selection process open to affected permanent staff | New |
| 10 | 3.5 FTE Health Promotion Officer, Healthy Adults, Healthy Ageing (HEOG) | Matched through EOI process | New |
| 11 | 5 FTE Project Officer, Healthy Adults, Healthy Ageing (HEOG) | Matched through EOI process | New |
| 12 | 2 FTE Health Promotion Officer, Healthy Communities and Consumer Engagement (HEOG) | Matched through EOI process | New |
| 13 | 2 FTE Aboriginal Health Promotion Officer (HEO/G) - Identified | External Advertising | New |
| 14 | 2 FTE Bilingual Health Promotion Officer - Multicultural Health Team (HEOG) | External Advertising | New |

All changes will be managed in line with NSW Health PD2012_021 *Managing Excess Staff of the NSW Health Service* and SESLHD PD/744 *Management of Organisational Restructures and Other Reforms in SESLHD*.

Upon conclusion of the consultation period and provision of a response to feedback including any changes as a result, all staff who will be affected by deletions, realignments or change of reporting lines will be informed in writing that they are affected.

Where staff are not matched or appointed to a position, they will be declared excess.

If the revised restructure is approved, it is anticipated that there would be no permanent staff on the Health Education Officer award deemed excess.

6. Consultation

This Restructure Consultation Paper and the draft position descriptions were released for consultation on 7 February 2023 for a period of three weeks.

The Director, Health Equity, Promotion and Prevention Service had discussions with the staff directly impacted by the proposal and the broader HEPPS team as part of the consultation period. Twice weekly Question and Answer sessions were held for HEPPS staff during the consultation period, email updates were provided and numerous staff met with the Director PaCH and/or Director HEPPS to provide feedback. Feedback was also received by email.

The Director Population and Community Health considered all feedback received, which has informed the revised proposal.

The Health Services Union (HSU) were notified of the proposal and provided with the Restructure Consultation Paper, as well as an opportunity to comment on the proposal. A USCC meeting was held on 27 February, and a written response was provided to questions raised. A second USCC meeting was held on 5 April 2023, with no further action required.

7. Employee Assistance Program

Staff were reminded of the availability of the Employee Assistance Program through Converge on 1300 687 327. This number is answered 24 hours per day, seven days per week to facilitate enquiries, booking requests and to provide assistance.

8. Restructure Timeframe

| Task | Documentation/Task | Timeframes (Indicative) |
|---|--|-------------------------|
| Consultation period with staff and unions commences | Restructure Consultation Paper and draft position descriptions | 7/02/2023 |
| Consultation period closes | - | 28/02/2023 |
| Feedback reviewed and considered** | Restructure Consultation Paper | 1/3/2023-17/3/2023 |
| | Feedback from consultation | |
| Finalisation of consultation document considering feedback received during consultation | Restructure Consultation Paper (Final) | 29/03/2023 |
| Approval by Executive Director Operations and Chief Executive of final structure and to proceed with implementation | | 14/04/2023 |
| Written advice issued to affected staff** | Letter to advise of 'affected status' | 25/04/2023 |
| Process of direct matching of affected staff to renamed positions in the new structure | Letter to advise of matching to position | 01/05/2023 |
| Positions advertised; call for EOI | Through processes outlined above | 08/05/2023 |
| Selection process for positions commences | Assessment of applications and interviews | 15/05/2023 |
| Staff not matched or appointed to positions are declared excess | Letter to advise of "excess status" | |

9. Position Descriptions

| No. | Document description | Internal Ref. |
|-----|---|---------------|
| 1 | Position Description for Deputy Director (HM4) | T23/19315 |
| 2 | Position Description for Manager, Healthy Adults, Healthy Ageing Team, HM3 | T23/19318 |
| 3 | Position Description for Manager, Healthy Children and Young People Team, HM 3 | T23/19820 |
| 4 | Position Description for Manager, Healthy Communities and Community Engagement Team, HM 3 | T23/19821 |
| 5 | Position Description for Program Manager, Healthy Adults, Healthy Ageing Team, HM2 | T23/5931 |
| 6 | Position Description for Program Manager, Healthy Children and Young People Team, HM 2 | T23/20005 |
| 7 | Position Description for Program Manager, Healthy Communities and Consumer Engagement Team, HM2 | T23/20008 |
| 8 | Position Description for Manager, Aboriginal Health Promotion Team, HM2 | T23/6590 |
| 9 | Position Description for Communication Officer, HM1 | T23/6003 |
| 10 | Position Description for Aboriginal Health Promotion Officer, HEO/G | T23/5974 |
| 11 | Position Description Health Promotion Officer, Healthy Adults, Healthy Ageing Team, HEOG | T23/5975 |
| 12 | Position Description for Health Promotion Officer, Healthy Children and Young People Team, HEOG | T23/19755 |
| 13 | Position Description for Health Promotion Officer, Healthy Communities and Consumer Engagement Team, HEOG | T23/19756 |
| 14 | Position Description for Health Promotion Officer, Multicultural Health, HEOG | T23/5977 |

Position Description



| | |
|-------------------------|---|
| Facility/Service | Population and Community Health |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Director, Health Equity, Promotion and Prevention Service |
| Position Number | To be advised |
| Cost Centre | To be advised |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|--|--|--|
| Does this role require Job Demand Check List? | YES | <i>All positions require a Job Demand Checklist to be completed</i> |
| Position Description Title * | Deputy Director, Health Equity, Promotion and Prevention Service | |
| Does this role require Multiple Awards? Specific classifications (if applicable): | NO | <i>If Yes, Please list each Classification and grade below</i> |
| Award* | Health Service Managers (State) Award | |
| Position Classification* | Health Manager Level 4 | |
| Job Category Coding (ROB)* | Management | |
| Job Classification Coding (ROB)* | Deputy Director | |
| Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | YES | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?" | <i>(Mandatory)</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free Text)</i> | The primary purpose of the role is to provide strong leadership and senior management of multiple teams and programs, whilst overseeing, in collaboration with the Director, the operations of the Health Equity Promotion and Prevention Service (HEPPS) to ensure delivery of an integrated and effective service. |

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|---------------------------------------|--------------------|--|
| Standard Key Accountabilities* | <i>(Free Text)</i> | <ul style="list-style-type: none"> Provide sound leadership, senior management, and operational oversight to the team and programs with HEPPS, through the development and implementation of integrated and effective strategies to ensure the provision of excellent consumer focused services and programs. |
|---------------------------------------|--------------------|--|

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> • Develop, maintain, and identify opportunities to forge productive strategic relationships with staff and other key stakeholders, industry, sponsors and relevant agencies, through fostering collaborative partnerships in order to ensure HEPPS service objectives are met. • Evaluate existing service practices, policy, and operational procedures by applying practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety. • Establish and implement effectual strategic directions and business plans through fostering a consultative framework with key stakeholders, including consumers, carers and community members, to ensure the highest standards of service and program delivery are achieved. • Provide timely, expert and professional advice in the development, implementation and evaluation of evidence based health equity, promotion and prevention programs and projects, to ensure the provision of excellent consumer focused services. • Prepare high level briefs, reports, submissions, correspondence, and presentations as required. • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals to continuously improve the level of management • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. • Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget. • Recruit, coach, mentor and performance develop [unit/team] staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit • Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role. |
|--|--|--|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

| | |
|-------------------|---|
| Challenges | <ul style="list-style-type: none"> • Anticipating projected future financial, personnel and physical resource challenges and addressing these using appropriate strategies. • Maintain awareness of trends, developments, evidence and information in relation to health equity, promotion and prevention programs and projects. • Fostering a learning environment which encourages creative ideas and innovative thinking. |
|-------------------|---|

| | |
|------------------------|---|
| Decision Making | <ul style="list-style-type: none"> The Deputy Director has substantial autonomy in the management of staff and other resources within the teams and programs they manage within HEPPS, including managing the performance for others to achieve work objectives. Undertakes negotiations around timelines for delivery of services. Allocating resources to changing needs of consumers and stakeholders and working in partnership to ensure service needs are met. |
| Communication | <ul style="list-style-type: none"> Internally, the Deputy Director is required to communicate regularly with the Director, HEPPS and managers within the service to achieve service objectives, including the delivery of evidence based programs and projects. Externally, the Deputy Director will develop and maintain effective relationships with a range of internal and external stakeholders, to achieve service objectives. Providing leadership in supporting workforce reform using effective communication strategies. |

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Director, HEPPS |
| | Why? | To communicate regularly with the Director to achieve the strategic priorities and annual operational plan objectives; escalate issues as required in line with the primary purpose of the position. |
| | Who? | Managers and staff, HEPPS |
| | Why? | To communicate regularly with managers and staff to achieve the unit's strategic priorities and annual operational plan objectives, support staff and provide expert advice and guidance around best practice in delivering health equity, prevention and promotion programs and projects. |
| | Who? | Key internal SESLHD services |
| | Why? | To maintain and enhance key relationships; support services and provide expert advice and guidance around best practice in delivering health equity, prevention and promotion programs and projects. |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key government and non-government partner organisations , including Ministry of Health |
| | Why? | To maintain and enhance key relationships; support services and provide expert advice and guidance around best practice in delivering health equity, prevention and promotion programs and projects. |
| | Who? | |
| | Why? | |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|-------|
| Direct Reports | 6 |
| Indirect Reports | 10.73 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--------------------------|
| As per delegation manual | As per delegation manual |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

| | | |
|---------------------------|--------------------|---|
| Other Requirements | <i>(Mandatory)</i> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing |
| | <i>(Free Text)</i> | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

| | |
|---|--|
| 1 | Relevant tertiary qualifications in a health-related field or relevant equivalent work experience at a senior level, or a combination of study and work experience, and significant senior level experience in managing programs related to health equity, promotion and prevention. |
| 2 | Proven experience in senior leadership and management in a large and complex organisation. |
| 3 | Demonstrated experience of implementing change to meet strategic outcomes. |
| 4 | Demonstrated ability in management of human resources/financial/administrative/and/or other services. |

| | |
|---|---|
| 5 | Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated area. |
| 6 | Excellent negotiation, decision making and influencing skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, through all organisational levels. |
| 7 | Highly developed and effective written and oral communication skills, including preparation of briefs, reports, submissions, correspondence, and presentations. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position across District. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

| | | |
|---------------------------|--------------------|--|
| Other Requirements | <i>(Mandatory)</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|

Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials – note: N/A is not acceptable | Choose an item. |
| Sitting – remaining in a seated position to perform tasks | Constant |
| Standing – remaining standing without moving about to perform tasks | Occasional |
| Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes | Frequent |
| Running – floor type: even/uneven/slippy, indoors/outdoors, slopes | Not Applicable |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Infrequent |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling – remaining in a kneeling posture to perform tasks | Not Applicable |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Infrequent |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Occasional |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Occasional |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Infrequent |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Not Applicable |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Not Applicable |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Infrequent |
| Hand and Arm Movements – repetitive movements of hands and arms | Occasional |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Infrequent |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Frequent |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Constant |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Constant |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Not Applicable |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Not Applicable |
| Touch – use of touch is an integral part of work performance | Occasional |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Infrequent |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Not Applicable |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Not Applicable |
| Restraining – involvement in physical containment of patients/clients | Not Applicable |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Not Applicable |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Not Applicable |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Not Applicable |
| Hazardous Substances – e.g. dry chemicals, glues | Not Applicable |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Not Applicable |
| Inadequate Lighting – risk of trips, falls or eyestrain | Infrequent |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Infrequent |



| | |
|---|----------------|
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Infrequent |
| Confined Spaces – areas where only one egress (escape route) exists | Not Applicable |
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Infrequent |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Infrequent |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Not Applicable |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Director, Health Equity, Promotion and Prevention Service |
| Position Number | To be advised |
| Cost Centre | To be advised |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|--|---|--|
| Position Description Title * | Manager, Healthy Adults, Healthy Ageing Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Health Managers (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Manager Level 3 | |
| Job Category Coding (ROB)* | Population Health | |
| Job Classification Coding (ROB)* | Health Promotion | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | YES | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?" | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | The primary purpose of this role is to plan, coordinate, lead and manage human and financial resources of the Healthy Adults, Healthy Ageing team, to provide a cost effective, quality service that meets key performance indicators and financial accountabilities of the Health Equity, Promotion and Prevention Service. |

| | | |
|--|--|---|
| | | <p>The role will work as part of a management team across Health Equity, Promotion and Prevention Service to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will also provide high level strategic advice in relation to health equity, promotion and prevention programs and oversee the management of programs/projects, conducted in partnership with key stakeholders.</p> |
|--|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|---------------------------|--|
| <p>Standard Key Accountabilities*</p> | <p><i>(Free Text)</i></p> | <ul style="list-style-type: none"> • Manage and provide effective leadership to the Healthy Adults, Healthy Ageing team to ensure quality and timely development, implementation, monitoring and evaluation of evidence-based programs/projects. • Build and maintain strategic relationships by liaising, consulting and negotiating with key stakeholders, and work in partnership with clinical services, community organisations, communities and other government agencies. • Build the capacity of clinical services and programs to deliver equitable, inclusive and/or preventative health care. • Build the capacity of external service partners and vulnerable communities/population groups to achieve better health outcomes. • Promote continual improvement by establishing and reviewing performance indicators and relevant reporting systems to deliver a superior service. • Work with managers and staff across the Health Equity, Promotion and Prevention Service to manage and support cross team projects, professional development and project support. • Prepare high level briefs, reports, submissions, correspondence, and presentations as required. • Manage program and project resources, budgets and assets to maximise achievement of goals that meet key performance indicators and financial accountabilities. • Recruit, coach, mentor, and initiate performance agreements for the team to develop the capabilities of the team to undertake changing roles, responsibilities and accountabilities and to provide for succession within the unit. • Contribute at a senior level to the development and implementation of Health Equity, Promotion and Prevention Service business and strategic plans, procedures and standards of practice. |
|--|---------------------------|--|

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees. • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service. • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. • Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role. • Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget. |
|--|--|--|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|------------------------|--|
| Challenges | <ul style="list-style-type: none"> • Developing and maintaining strong strategic relationships within a large and complex organisation and with other relevant stakeholders. • Managing time and prioritising the changing priorities and needs of internal and external stakeholders, and working in partnership to ensure these are addressed. |
| Decision Making | <ul style="list-style-type: none"> • The Manager has substantial autonomy in the management of staff and/or other resources of the team to achieve work objectives. • Developing and sustaining a service and workforce that is flexible, adaptable, and resilient providing quality services in a complex and ever-changing environment. • Determining best use of limited resources to meet competing consumer needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes. |
| Communication | <ul style="list-style-type: none"> • Internally, the position will consult regularly with the Director, Deputy and other managers within the unit; as well as staff across the Directorate of Population and Community Health and district as required. |

| | |
|--|---|
| | <ul style="list-style-type: none"> Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. The position will liaise and consult with district and facility services in relation to team and unit priorities and programs. |
|--|---|

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

| | | |
|--|-------------|---|
| Key Internal Relationships | Who? | Director, Health Equity, Promotion and Prevention Service |
| | Why? | Supporting the functioning of the Healthy Equity, Promotion and Prevention Service |
| | Who? | Managers - Health Equity, Promotion and Prevention Service |
| | Why? | Two way communication about project deliverables and requirements and to enable the identification and communication of emerging issues/risks and possible solutions. |
| | Who? | Other PaCH services |
| | Why? | Supporting the integration and collaboration between PaCH services |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | NSW Ministry of Health |
| | Why? | Supporting the functioning of the Healthy Equity, Promotion and Prevention Service |
| | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with clinical services, community organisations, communities and other government agencies. |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|-----|
| Direct Reports | 5.5 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | (Mandatory) <i>PM team will include this text</i> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | (Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | (Free Text) | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in a health-related field or relevant equivalent work experience in managing programs related to health equity, promotion and prevention, or a combination of study and work experience. |
| 2 | Demonstrated strong leadership and management skills to enhance staff performance, influence workplace culture, lead change, build service capacity and manage program accountabilities. |
| 3 | Demonstrated extensive experience with the development, implementation and evaluation of health policies, plans, programs and service improvement initiatives with target populations, communities experiencing disadvantage, and in key health and community settings. |
| 4 | Demonstrated high level verbal and written communication, interpersonal, influencing and negotiation skills. |
| 5 | Demonstrated high level analytical and problem-solving skills including the ability to provide authoritative advice and recommendations across a large and complex organisation, |
| 6 | Demonstrated ability to develop and maintain effective working relationships with senior management and other key stakeholders. |
| 7 | Demonstrated experience in planning and evaluation at strategic, service and program levels within a high volume dynamic work environment. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position across District. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|---------------------------|---------------------------------------|---|
| Other Requirements | <i>(Mandatory)</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | <i>PM team will include this text</i> | |
| | <i>(Mandatory)</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Constant |
| Standing – remaining standing without moving about to perform tasks | Constant |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Constant |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Infrequent |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling – remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Infrequent |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Infrequent |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Infrequent |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Not Applicable |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Occasional |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Infrequent |
| Hand and Arm Movements – repetitive movements of hands and arms | Frequent |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Frequent |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Occasional |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Constant |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Constant |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Not Applicable |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Not Applicable |
| Touch – use of touch is an integral part of work performance | Not Applicable |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Infrequent |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Not Applicable |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Infrequent |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Infrequent |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Infrequent |
| Hazardous Substances – e.g. dry chemicals, glues | Infrequent |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Infrequent |
| Inadequate Lighting – risk of trips, falls or eyestrain | Occasional |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Infrequent |
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Infrequent |
| Confined Spaces – areas where only one egress (escape route) exists | Occasional |



| | |
|---|----------------|
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Infrequent |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Infrequent |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Infrequent |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Director, Health Equity, Promotion and Prevention Service |
| Position Number | To be advised |
| Cost Centre | To be advised |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|--|---|---|
| Position Description Title * | Manager, Healthy Children and Young People Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Health Managers (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Manager Level 3 | |
| Job Category Coding (ROB)* | Population Health | |
| Job Classification Coding (ROB)* | Health Promotion | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | YES | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?" | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | The primary purpose of this role is to plan, coordinate, lead and manage human and financial resources of the Healthy Children and Young People team, to provide a cost effective, quality service that meets key performance indicators and financial accountabilities of the Health Equity, Promotion and Prevention Service. |

| | | |
|--|--|---|
| | | <p>The role will work as part of a management team across Health Equity, Promotion and Prevention Service to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will also provide high level strategic advice in relation to health equity, promotion and prevention programs and oversee the management of programs/projects, conducted in partnership with key stakeholders.</p> |
|--|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|---------------------------|---|
| <p>Standard Key Accountabilities*</p> | <p><i>(Free Text)</i></p> | <ul style="list-style-type: none"> • Manage and provide effective leadership to the Healthy Children and Young People team to ensure quality and timely development, implementation, monitoring and evaluation of evidence-based programs/projects. • Build and maintain strategic relationships by liaising, consulting and negotiating with key stakeholders, and work in partnership with clinical services, community organisations, communities and other government agencies. • Build the capacity of clinical services and programs to deliver equitable, inclusive and/or preventative health care. • Build the capacity of external service partners and vulnerable communities/population groups to achieve better health outcomes. • Promote continual improvement by establishing and reviewing performance indicators and relevant reporting systems to deliver a superior service. • Work with managers and staff across the Health Equity, Promotion and Prevention Service to manage and support cross team projects, professional development and project support. • Prepare high level briefs, reports, submissions, correspondence, and presentations as required. • Manage program and project resources, budgets and assets to maximise achievement of goals that meet key performance indicators and financial accountabilities. • Recruit, coach, mentor, and initiate performance agreements for the team to develop the capabilities of the team to undertake changing roles, responsibilities and accountabilities and to provide for succession within the unit. • Contribute at a senior level to the development and implementation of Health Equity, Promotion and Prevention Service business and strategic plans, procedures and standards of practice. |
|--|---------------------------|---|

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees. • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service. • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. • Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role. • Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget. |
|--|--|--|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|------------------------|--|
| Challenges | <ul style="list-style-type: none"> • Developing and maintaining strong strategic relationships within a large and complex organisation and with other relevant stakeholders. • Managing time and prioritising the changing priorities and needs of internal and external stakeholders, and working in partnership to ensure these are addressed. |
| Decision Making | <ul style="list-style-type: none"> • The Manager has substantial autonomy in the management of staff and/or other resources of the team to achieve work objectives. • Developing and sustaining a service and workforce that is flexible, adaptable, and resilient providing quality services in a complex and ever-changing environment. • Determining best use of limited resources to meet competing consumer needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes. |
| Communication | <ul style="list-style-type: none"> • Internally, the position will consult regularly with the Director, Deputy and other managers within the unit; as well as staff across the Directorate of Population and Community Health and district as required. |

| | |
|--|---|
| | <ul style="list-style-type: none"> Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. The position will liaise and consult with district and facility services in relation to team and unit priorities and programs. |
|--|---|

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

| | | |
|--|-------------|---|
| Key Internal Relationships | Who? | Director, Health Equity, Promotion and Prevention Service |
| | Why? | Supporting the functioning of the Healthy Equity, Promotion and Prevention Service |
| | Who? | Managers - Health Equity, Promotion and Prevention Service |
| | Why? | Two way communication about project deliverables and requirements and to enable the identification and communication of emerging issues/risks and possible solutions. |
| | Who? | Other PaCH services |
| | Why? | Supporting the integration and collaboration between PaCH services |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | NSW Ministry of Health |
| | Why? | Supporting the functioning of the Healthy Equity, Promotion and Prevention Service |
| | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with clinical services, community organisations, communities and other government agencies. |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 2 |
| Indirect Reports | 5 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | (Mandatory) <i>PM team will include this text</i> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | (Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | (Free Text) | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in a health-related field or relevant equivalent work experience in managing programs related to health equity, promotion and prevention, or a combination of study and work experience. |
| 2 | Demonstrated strong leadership and management skills to enhance staff performance, influence workplace culture, lead change, build service capacity and manage program accountabilities. |
| 3 | Demonstrated extensive experience with the development, implementation and evaluation of health policies, plans, programs and service improvement initiatives with target populations, communities experiencing disadvantage, and in key health and community settings. |
| 4 | Demonstrated high level verbal and written communication, interpersonal, influencing and negotiation skills. |
| 5 | Demonstrated high level analytical and problem-solving skills including the ability to provide authoritative advice and recommendations across a large and complex organisation, |
| 6 | Demonstrated ability to develop and maintain effective working relationships with senior management and other key stakeholders. |
| 7 | Demonstrated experience in planning and evaluation at strategic, service and program levels within a high volume dynamic work environment. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position across District. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|---------------------------|---|---|
| Other Requirements | <i>(Mandatory)</i> <i>PM team will include this text</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | <i>(Mandatory)</i> <i>PM team will include relevant text dependent on whether the position has direct reports or not</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Constant |
| Standing – remaining standing without moving about to perform tasks | Constant |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Constant |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Infrequent |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling – remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Infrequent |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Infrequent |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Infrequent |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Not Applicable |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Occasional |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Infrequent |
| Hand and Arm Movements – repetitive movements of hands and arms | Frequent |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Frequent |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Occasional |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Constant |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Constant |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Not Applicable |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Not Applicable |
| Touch – use of touch is an integral part of work performance | Not Applicable |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Infrequent |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Not Applicable |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Infrequent |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Infrequent |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Infrequent |
| Hazardous Substances – e.g. dry chemicals, glues | Infrequent |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Infrequent |
| Inadequate Lighting – risk of trips, falls or eyestrain | Occasional |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Infrequent |
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Infrequent |
| Confined Spaces – areas where only one egress (escape route) exists | Occasional |



| | |
|---|----------------|
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Infrequent |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Infrequent |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Infrequent |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|--|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Deputy Director, Health Equity, Promotion and Prevention Service |
| Position Number | To be advised |
| Cost Centre | To be advised |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|---|---|--|
| Position Description Title * | Manager, Healthy Communities and Community Engagement Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Health Managers (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Manager Level 3 | |
| Job Category Coding (ROB)* | Population Health | |
| Job Classification Coding (ROB)* | Health Promotion | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | YES | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | The primary purpose of this role is to plan, coordinate, lead and manage human and financial resources of the Healthy Communities and Community Engagement team, to provide a cost effective, quality service that meets key performance indicators and financial accountabilities of the Health Equity, Promotion and Prevention Service. |

| | | |
|-------------------------------|--|---|
| <p>does this role exist?"</p> | | <p>The role will work as part of a management team across Health Equity, Promotion and Prevention Service to address the health needs of groups of people experiencing disadvantage, and enhance the knowledge, skills and environments that support healthy living and the prevention of chronic disease.</p> <p>The role will also provide high level strategic advice in relation to health equity, promotion and prevention programs and oversee the management of programs/projects, conducted in partnership with key stakeholders.</p> |
|-------------------------------|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|---------------------------|--|
| <p>Standard Key Accountabilities*</p> | <p><i>(Free Text)</i></p> | <ul style="list-style-type: none"> • Manage and provide effective leadership to the Healthy Communities and Community Engagement team to ensure quality and timely development, implementation, monitoring and evaluation of evidence-based programs/projects. • Build and maintain strategic relationships by liaising, consulting and negotiating with key stakeholders, and work in partnership with clinical services, community organisations, communities and other government agencies. • Build the capacity of clinical services and programs to deliver equitable, inclusive and/or preventative health care. • Build the capacity of external service partners and vulnerable communities/population groups to achieve better health outcomes. • Promote continual improvement by establishing and reviewing performance indicators and relevant reporting systems to deliver a superior service. • Work with managers and staff across the Health Equity, Promotion and Prevention Service to manage and support cross team projects, professional development and project support. • Prepare high level briefs, reports, submissions, correspondence, and presentations as required. • Manage program and project resources, budgets and assets to maximise achievement of goals that meet key performance indicators and financial accountabilities. • Recruit, coach, mentor, and initiate performance agreements for the team to develop the capabilities of the team to undertake changing roles, responsibilities and accountabilities and to provide for succession within the unit. • Contribute at a senior level to the development and implementation of Health Equity, Promotion and Prevention |
|--|---------------------------|--|

| | | |
|--|--|---|
| | | <p>Service business and strategic plans, procedures and standards of practice.</p> <ul style="list-style-type: none"> • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees. • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service. • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. • Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role. • Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget. |
|--|--|---|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|------------------------|--|
| Challenges | <ul style="list-style-type: none"> • Developing and maintaining strong strategic relationships within a large and complex organisation and with other relevant stakeholders. • Managing time and prioritising the changing priorities and needs of internal and external stakeholders, and working in partnership to ensure these are addressed. |
| Decision Making | <ul style="list-style-type: none"> • The Manager has substantial autonomy in the management of staff and/or other resources of the team to achieve work objectives. • Developing and sustaining a service and workforce that is flexible, adaptable, and resilient providing quality services in a complex and ever-changing environment. • Determining best use of limited resources to meet competing consumer needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes. |

| | |
|----------------------|---|
| Communication | <ul style="list-style-type: none"> Internally, the position will consult regularly with the Director, Deputy and other managers within the unit; as well as staff across the Directorate of Population and Community Health and district as required. Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. The position will liaise and consult with district and facility services in relation to team and unit priorities and programs. |
|----------------------|---|

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|--|-------------|---|
| Key Internal Relationships | Who? | Director, Health Equity, Promotion and Prevention Service |
| | Why? | Supporting the functioning of the Healthy Equity, Promotion and Prevention Service |
| | Who? | Managers - Health Equity, Promotion and Prevention Service |
| | Why? | Two way communication about project deliverables and requirements and to enable the identification and communication of emerging issues/risks and possible solutions. |
| | Who? | Other PaCH services |
| | Why? | Supporting the integration and collaboration between PaCH services |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | NSW Ministry of Health |
| | Why? | Supporting the functioning of the Healthy Equity, Promotion and Prevention Service |
| | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with clinical services, community organisations, communities and other government agencies. |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 4 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | <p><i>(Mandatory)</i></p> <p><i>PM team will include this text</i></p> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <p><i>(Mandatory)</i></p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | <p><i>(Free Text)</i></p> | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in a health-related field or relevant equivalent work experience in managing programs related to health equity, promotion and prevention, or a combination of study and work experience. |
| 2 | Demonstrated strong leadership and management skills to enhance staff performance, influence workplace culture, lead change, build service capacity and manage program accountabilities. |
| 3 | Demonstrated extensive experience with the development, implementation and evaluation of health policies, plans, programs and service improvement initiatives with target populations, communities experiencing disadvantage, and in key health and community settings. |
| 4 | Demonstrated high level verbal and written communication, interpersonal, influencing and negotiation skills. |
| 5 | Demonstrated high level analytical and problem-solving skills including the ability to provide authoritative advice and recommendations across a large and complex organisation, |
| 6 | Demonstrated ability to develop and maintain effective working relationships with senior management and other key stakeholders. |
| 7 | Demonstrated experience in planning and evaluation at strategic, service and program levels within a high volume dynamic work environment. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position across District. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|---------------------------|---|---|
| Other Requirements | <i>(Mandatory)</i> <i>PM team will include this text</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | <i>(Mandatory)</i> <i>PM team will include relevant text dependent on whether the position has direct reports or not</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | |

| | | |
|--|--|--|
| | | |
|--|--|--|

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|----------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Constant |
| Standing – remaining standing without moving about to perform tasks | Constant |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Constant |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Infrequent |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling – remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Infrequent |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Infrequent |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Infrequent |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Not Applicable |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Occasional |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Infrequent |
| Hand and Arm Movements – repetitive movements of hands and arms | Frequent |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Frequent |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Occasional |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Constant |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Constant |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Not Applicable |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Not Applicable |
| Touch – use of touch is an integral part of work performance | Not Applicable |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Infrequent |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Not Applicable |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Infrequent |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Infrequent |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Infrequent |
| Hazardous Substances – e.g. dry chemicals, glues | Infrequent |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Infrequent |
| Inadequate Lighting – risk of trips, falls or eyestrain | Occasional |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Infrequent |



| | |
|---|----------------|
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Infrequent |
| Confined Spaces – areas where only one egress (escape route) exists | Occasional |
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Infrequent |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Infrequent |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Infrequent |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|--|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Healthy Equity, Promotion and Prevention Service |
| Manager | Manager, Healthy Adults, Healthy Ageing Team |
| Position Number | TBC |
| Cost Centre | TBC |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|---|---|--|
| Position Description Title * | Program Manager, Healthy Adults, Healthy Ageing Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Health Managers (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Manager Level 2 | |
| Job Category Coding (ROB)* | Health Promotion | |
| Job Classification Coding (ROB)* | Health Promotion Officer | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | NO | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | Provide high speciality support for the management of programs/ projects and stakeholder engagement to support the efficient and effective operation of the Healthy Adults, Healthy Ageing team and the Healthy Equity, Promotion and Prevention Service (HEPPS) to achieve business and service objectives. |

| | | |
|------------------------|--|---|
| does this role exist?" | | The role will provide high level speciality advice in relation to evidence-based approaches to health equity, promotion and prevention programs and in tailoring programs/projects to the needs of the community. |
|------------------------|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|--------------------|--|
| <p>Standard Key Accountabilities*</p> | <p>(Free Text)</p> | <ul style="list-style-type: none"> • Provide a high level of program/project management to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints. • Lead evidence-based programs and projects across the Healthy Adults, Healthy Ageing team and Healthy Equity, Promotion and Prevention Service, including the development, implementation, monitoring and evaluation of programs/projects. • Build and maintain relationships by liaising, consulting and negotiating with internal and external stakeholders to identify key program/project priorities and ensure program/project outcomes are met. This includes working in partnership with clinical services, community organisations, communities and other government agencies and contributing to building the capacity of partners and communities to deliver equitable, inclusive and/or preventative health care / achieve better health outcomes. • Contribute the development and implementation of Healthy Equity, Promotion and Prevention Service business and strategic plans, procedures and standards of practice to ensure the achievement of business and service objectives. • Resolve conflict and complaints to ensure continuous delivery of quality services. • Develop and maintain systems and processes to maximise achievement of goals and required levels of skills and performance. • Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems. • Prepare high level business correspondence, including briefs and reports pertaining to the Team and Unit to ensure the delivery of information as required. • Prepare and deliver program/project related presentations to diverse audiences as required. • Work with managers and staff across the Healthy Equity, Promotion and Prevention Service to manage and support cross team projects and professional development. • Coach / mentor staff in program/project management as required. |
|--|--------------------|--|

| | | |
|--|--|---|
| | | <ul style="list-style-type: none"> • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|--|---|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|------------------------|--|
| Challenges | <ul style="list-style-type: none"> • Balancing the requirements of legislation with practical implementation of strategy • Managing competing needs and objectives to achieve positive outcomes for the service, partners / stakeholders and communities. • Developing and maintaining strong relationships within a large and complex organisation and with other relevant stakeholders. • Balancing limited resources to meet competing priorities and expectations • Managing a high-volume workload while at the same time achieving positive outcomes. |
| Decision Making | <ul style="list-style-type: none"> • The position has substantial autonomy in the day-to-day management of programs/projects, including determining priorities and schedules to achieve work objectives. • Developing and sustaining a service and workforce that is flexible, adaptable, and resilient providing quality services in a complex and ever-changing environment. • In consultation with the Manager, determine the best use of limited resources to meet competing priorities and needs. • Seek all relevant information in relation to evidence-based approaches and use influencing skills in order to achieve an outcome which is beneficial to the community and the organisation. |
| Communication | <ul style="list-style-type: none"> • Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district in relation to programs and projects, as required. |

| | |
|--|---|
| | <ul style="list-style-type: none"> Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. |
|--|---|

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | |
| | Why? | |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with community organisations, communities and other government agencies. |
| | Who? | District and facility services |
| | Why? | Liaison and consultation with district and facility services in relation to team and unit priorities and programs, as required. |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 0 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | <p><i>(Mandatory)</i></p> <p><i>PM team will include this text</i></p> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <p><i>(Mandatory)</i></p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | <p><i>(Free Text)</i></p> | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|--|
| 1 | Relevant tertiary qualifications in health or social sciences or relevant equivalent work experience or a combination of study and work experience. |
| 2 | Demonstrated high level verbal and written communication skills, interpersonal, negotiation and influencing skills with a strong customer service approach. |
| 3 | Demonstrated high level analytical and problem-solving skills that lead to the development of innovative solutions to meet workplace needs. |
| 4 | Demonstrated ability to work as a member of team, as well as independently and to develop and maintain effective working relationships with senior management, and other key internal and external stakeholders. |
| 5 | Demonstrated experience in program/project management, including effective health related projects with target populations, communities experiencing disadvantage, and in key health and community settings. |
| 6 | Proven organisational and time management skills (including ability to manage multiple projects, and to prioritise and meet conflicting deadlines). |
| 7 | Demonstrated high level presentation and facilitation skills, and ability to communicate effectively with health and community sector staff from a wide range of disciplines. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|---|---------------------------------------|---|
| Other Requirements | <i>(Mandatory)</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | <i>PM team will include this text</i> | |
| | <i>(Mandatory)</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| <i>PM team will include relevant text dependent on whether the position has direct reports or not</i> | | |
| | <i>(Free Text)</i> | <ul style="list-style-type: none"> |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Constant |
| Standing – remaining standing without moving about to perform tasks | Constant |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Constant |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Infrequent |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling – remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Infrequent |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Infrequent |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Infrequent |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Not Applicable |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Occasional |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Infrequent |
| Hand and Arm Movements – repetitive movements of hands and arms | Frequent |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Frequent |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Occasional |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Constant |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Constant |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Not Applicable |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Not Applicable |
| Touch – use of touch is an integral part of work performance | Not Applicable |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Infrequent |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Not Applicable |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Infrequent |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Infrequent |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Infrequent |
| Hazardous Substances – e.g. dry chemicals, glues | Infrequent |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Infrequent |
| Inadequate Lighting – risk of trips, falls or eyestrain | Occasional |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Infrequent |



| | |
|---|----------------|
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Infrequent |
| Confined Spaces – areas where only one egress (escape route) exists | Occasional |
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Infrequent |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Infrequent |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Infrequent |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|--|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Healthy Equity, Promotion and Prevention Service |
| Manager | Manager, Healthy Children and Young People Team |
| Position Number | TBC |
| Cost Centre | TBC |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|---|---|---|
| Position Description Title * | Program Manager, Healthy Children and Young People Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Health Managers (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Manager Level 2 | |
| Job Category Coding (ROB)* | Health Promotion | |
| Job Classification Coding (ROB)* | Health Promotion Officer | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | YES | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | Provide high speciality support for the management of programs/ projects and stakeholder engagement to support the efficient and effective operation of the Healthy Children and Young People team and the Healthy Equity, Promotion and Prevention Service (HEPPS) to achieve business and service objectives. |

| | | |
|------------------------|--|---|
| does this role exist?" | | The role will provide high level speciality advice in relation to evidence-based approaches to health equity, promotion and prevention programs and in tailoring programs/projects to the needs of the community. |
|------------------------|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|---------------------------------------|--------------------|--|
| Standard Key Accountabilities* | <i>(Free Text)</i> | <ul style="list-style-type: none"> • Provide a high level of program/project management to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints. • Lead evidence-based programs and projects across the Healthy Children and Young People team and Healthy Equity, Promotion and Prevention Service, including the development, implementation, monitoring and evaluation of programs/projects. • Build and maintain relationships by liaising, consulting and negotiating with internal and external stakeholders to identify key program/project priorities and ensure program/project outcomes are met. This includes working in partnership with clinical services, community organisations, communities and other government agencies and contributing to building the capacity of partners and communities to deliver equitable, inclusive and/or preventative health care / achieve better health outcomes. • Contribute the development and implementation of Healthy Equity, Promotion and Prevention Service business and strategic plans, procedures and standards of practice to ensure the achievement of business and service objectives. • Resolve conflict and complaints to ensure continuous delivery of quality services. • Develop and maintain systems and processes to maximise achievement of goals and required levels of skills and performance. • Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems. • Prepare high level business correspondence, including briefs and reports pertaining to the Team and Unit to ensure the delivery of information as required. • Prepare and deliver program/project related presentations to diverse audiences as required. • Work with managers and staff across the Healthy Equity, Promotion and Prevention Service to manage and support cross team projects and professional development. • Coach / mentor staff in program/project management as required. • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational |
|---------------------------------------|--------------------|--|

| | | |
|--|--|---|
| | | <p>values through demonstrated behaviours and interactions with patients/clients/employees</p> <ul style="list-style-type: none"> • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|--|---|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|------------------------|--|
| Challenges | <ul style="list-style-type: none"> • Balancing the requirements of legislation with practical implementation of strategy • Managing competing needs and objectives to achieve positive outcomes for the service, partners / stakeholders and communities. • Developing and maintaining strong relationships within a large and complex organisation and with other relevant stakeholders. • Balancing limited resources to meet competing priorities and expectations • Managing a high-volume workload while at the same time achieving positive outcomes. |
| Decision Making | <ul style="list-style-type: none"> • The position has substantial autonomy in the day-to-day management of programs/projects, including determining priorities and schedules to achieve work objectives. • Developing and sustaining a service and workforce that is flexible, adaptable, and resilient providing quality services in a complex and ever-changing environment. • In consultation with the Manager, determine the best use of limited resources to meet competing priorities and needs. • Seek all relevant information in relation to evidence-based approaches and use influencing skills in order to achieve an outcome which is beneficial to the community and the organisation. |
| Communication | <ul style="list-style-type: none"> • Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district in relation to programs and projects, as required. • Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other |

| | |
|--|---|
| | government agencies to promote partnerships and positive working relationships. |
|--|---|

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | |
| | Why? | |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with community organisations, communities and other government agencies. |
| | Who? | District and facility services |
| | Why? | Liaison and consultation with district and facility services in relation to team and unit priorities and programs, as required. |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|----------------------|
| Direct Reports | 2 – 3 direct reports |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|---|--|
| Essential Requirements | <i>(Mandatory)</i> <i>PM team will include this text</i> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <i>(Mandatory)</i> <i>PM team will include relevant text dependent on whether the position has direct reports or not</i> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | <i>(Free Text)</i> | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in health or social sciences or relevant equivalent work experience or a combination of study and work experience. |
| 2 | Demonstrated high level verbal and written communication skills, interpersonal, negotiation and influencing skills with a strong customer service approach. |

| | |
|---|--|
| 3 | Demonstrated high level analytical and problem-solving skills that lead to the development of innovative solutions to meet workplace needs. |
| 4 | Demonstrated ability to work as a member of team, as well as independently and to develop and maintain effective working relationships with senior management, and other key internal and external stakeholders. |
| 5 | Demonstrated experience in program/project management, including effective health related projects with target populations, communities experiencing disadvantage, and in key health and community settings. |
| 6 | Proven organisational and time management skills (including ability to manage multiple projects, and to prioritise and meet conflicting deadlines). |
| 7 | Demonstrated high level presentation and facilitation skills, and ability to communicate effectively with health and community sector staff from a wide range of disciplines. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|---------------------------|---|---|
| Other Requirements | <i>(Mandatory)</i> <i>PM team will include this text</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | <i>(Mandatory)</i> <i>PM team will include relevant text dependent on whether the position has direct reports or not</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | <ul style="list-style-type: none"> |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|



Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Constant |
| Standing – remaining standing without moving about to perform tasks | Constant |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Constant |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Infrequent |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling – remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Infrequent |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Infrequent |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Infrequent |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Not Applicable |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Occasional |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Infrequent |
| Hand and Arm Movements – repetitive movements of hands and arms | Frequent |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Frequent |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Occasional |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Constant |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Constant |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Not Applicable |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Not Applicable |
| Touch – use of touch is an integral part of work performance | Not Applicable |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Infrequent |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Not Applicable |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Infrequent |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Infrequent |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Infrequent |
| Hazardous Substances – e.g. dry chemicals, glues | Infrequent |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Infrequent |
| Inadequate Lighting – risk of trips, falls or eyestrain | Occasional |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Infrequent |
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Infrequent |
| Confined Spaces – areas where only one egress (escape route) exists | Occasional |



| | |
|---|----------------|
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Infrequent |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Infrequent |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Infrequent |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Healthy Equity, Promotion and Prevention Service |
| Manager | Manager, Healthy Communities and Consumer Engagement Team |
| Position Number | TBC |
| Cost Centre | TBC |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|---|---|--|
| Position Description Title * | Program Manager, Healthy Communities and Consumer Engagement Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Health Managers (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Manager Level 2 | |
| Job Category Coding (ROB)* | Health Promotion | |
| Job Classification Coding (ROB)* | Health Promotion Officer | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | NO | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | Provide high speciality support for the management of programs/projects and stakeholder engagement to support the efficient and effective operation of the Healthy Communities and Consumer Engagement team and the Healthy Equity, Promotion and Prevention Service (HEPPS) to achieve business and service objectives. |

| | | |
|------------------------|--|---|
| does this role exist?" | | The role will provide high level speciality advice in relation to evidence-based approaches to health equity, promotion and prevention programs and in tailoring programs/projects to the needs of the community. |
|------------------------|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|--------------------|--|
| <p>Standard Key Accountabilities*</p> | <p>(Free Text)</p> | <ul style="list-style-type: none"> • Provide a high level of program/project management to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints. • Lead evidence-based programs and projects across the Healthy Communities and Consumer Engagement team and Healthy Equity, Promotion and Prevention Service, including the development, implementation, monitoring and evaluation of programs/projects. • Build and maintain relationships by liaising, consulting and negotiating with internal and external stakeholders to identify key program/project priorities and ensure program/project outcomes are met. This includes working in partnership with clinical services, community organisations, communities and other government agencies and contributing to building the capacity of partners and communities to deliver equitable, inclusive and/or preventative health care / achieve better health outcomes. • Contribute the development and implementation of Healthy Equity, Promotion and Prevention Service business and strategic plans, procedures and standards of practice to ensure the achievement of business and service objectives. • Resolve conflict and complaints to ensure continuous delivery of quality services. • Develop and maintain systems and processes to maximise achievement of goals and required levels of skills and performance. • Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems. • Prepare high level business correspondence, including briefs and reports pertaining to the Team and Unit to ensure the delivery of information as required. • Prepare and deliver program/project related presentations to diverse audiences as required. • Work with managers and staff across the Healthy Equity, Promotion and Prevention Service to manage and support cross team projects and professional development. • Coach / mentor staff in program/project management as required. • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational |
| | | |

| | | |
|--|--|---|
| | | <p>values through demonstrated behaviours and interactions with patients/clients/employees</p> <ul style="list-style-type: none"> • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|--|---|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|------------------------|--|
| Challenges | <ul style="list-style-type: none"> • Balancing the requirements of legislation with practical implementation of strategy • Managing competing needs and objectives to achieve positive outcomes for the service, partners / stakeholders and communities. • Developing and maintaining strong relationships within a large and complex organisation and with other relevant stakeholders. • Balancing limited resources to meet competing priorities and expectations • Managing a high-volume workload while at the same time achieving positive outcomes. |
| Decision Making | <ul style="list-style-type: none"> • The position has substantial autonomy in the day-to-day management of programs/projects, including determining priorities and schedules to achieve work objectives. • Developing and sustaining a service and workforce that is flexible, adaptable, and resilient providing quality services in a complex and ever-changing environment. • In consultation with the Manager, determine the best use of limited resources to meet competing priorities and needs. • Seek all relevant information in relation to evidence-based approaches and use influencing skills in order to achieve an outcome which is beneficial to the community and the organisation. |
| Communication | <ul style="list-style-type: none"> • Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district in relation to programs and projects, as required. • Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other |

| | |
|--|---|
| | government agencies to promote partnerships and positive working relationships. |
|--|---|

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | |
| | Why? | |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with community organisations, communities and other government agencies. |
| | Who? | District and facility services |
| | Why? | Liaison and consultation with district and facility services in relation to team and unit priorities and programs, as required. |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 0 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|---|--|
| Essential Requirements | <i>(Mandatory)</i> <i>PM team will include this text</i> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <i>(Mandatory)</i> <i>PM team will include relevant text dependent on whether the position has direct reports or not</i> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | <i>(Free Text)</i> | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in health or social sciences or relevant equivalent work experience or a combination of study and work experience. |
| 2 | Demonstrated high level verbal and written communication skills, interpersonal, negotiation and influencing skills with a strong customer service approach. |

| | |
|---|--|
| 3 | Demonstrated high level analytical and problem-solving skills that lead to the development of innovative solutions to meet workplace needs. |
| 4 | Demonstrated ability to work as a member of team, as well as independently and to develop and maintain effective working relationships with senior management, and other key internal and external stakeholders. |
| 5 | Demonstrated experience in program/project management, including effective health related projects with target populations, communities experiencing disadvantage, and in key health and community settings. |
| 6 | Proven organisational and time management skills (including ability to manage multiple projects, and to prioritise and meet conflicting deadlines). |
| 7 | Demonstrated high level presentation and facilitation skills, and ability to communicate effectively with health and community sector staff from a wide range of disciplines. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|---------------------------|---|---|
| Other Requirements | <i>(Mandatory)</i> <i>PM team will include this text</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | <i>(Mandatory)</i> <i>PM team will include relevant text dependent on whether the position has direct reports or not</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | <ul style="list-style-type: none"> |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|



Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Constant |
| Standing – remaining standing without moving about to perform tasks | Constant |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Constant |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Infrequent |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling – remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Infrequent |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Infrequent |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Infrequent |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Not Applicable |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Occasional |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Infrequent |
| Hand and Arm Movements – repetitive movements of hands and arms | Frequent |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Frequent |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Occasional |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Constant |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Constant |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Not Applicable |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Not Applicable |
| Touch – use of touch is an integral part of work performance | Not Applicable |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Infrequent |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Not Applicable |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Infrequent |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Infrequent |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Infrequent |
| Hazardous Substances – e.g. dry chemicals, glues | Infrequent |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Infrequent |
| Inadequate Lighting – risk of trips, falls or eyestrain | Occasional |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Infrequent |
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Infrequent |
| Confined Spaces – areas where only one egress (escape route) exists | Occasional |



| | |
|---|----------------|
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Infrequent |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Infrequent |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Infrequent |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Director, Health Equity, Promotion and Prevention Service |
| Position Number | TBC |
| Cost Centre | TBC |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|--|---|---|
| Position Description Title * | Manager, Aboriginal Health Promotion Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Health Managers (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Manager Level 2 | |
| Job Category Coding (ROB)* | Population Health | |
| Job Classification Coding (ROB)* | Health Promotion | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | YES | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?" | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | Provide high level speciality support for the management of programs/ projects and stakeholder engagement to support the efficient and effective operation of the team and the Healthy Equity, Promotion and Prevention Service (HEPPS) to achieve business and service objectives. |

| | | |
|--|--|---|
| | | <p>Lead and manage operations of the Aboriginal Health Promotion team to facilitate delivery of culturally safe, quality, cost effective services and the achievement of business and service objectives.</p> <p>Provide high level advice in relation to Aboriginal community engagement and evidence-based approaches to health equity, promotion and prevention programs and in tailoring programs/projects to the needs of the community.</p> |
|--|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|---------------------------|--|
| <p>Standard Key Accountabilities*</p> | <p><i>(Free Text)</i></p> | <ul style="list-style-type: none"> • Provide a high level of program/project management to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints. • Lead evidence-based programs and projects across the team and Health Equity, Promotion and Prevention Service, including the development, implementation, monitoring and evaluation of programs/projects. • Build and maintain relationships by liaising, consulting and negotiating with internal and external stakeholders to identify key program/project priorities and ensure program/project outcomes are met. This includes community capacity building in partnership with internal and external partners, including Aboriginal community controlled organisations, Aboriginal communities, health professionals and other stakeholders; and the co-design, delivery and evaluation of culturally appropriate health education, promotion and early intervention programs relating to Aboriginal health. • Contribute to the development and implementation of Healthy Equity, Promotion and Prevention Service business and strategic plans, procedures and standards of practice to ensure the achievement of business and service objectives. • Resolve conflict and complaints to ensure continuous delivery of quality services. • Develop and maintain systems and processes to maximise achievement of goals and required levels of skills and performance. • Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems. • Prepare high level business correspondence, including briefs and reports pertaining to the Team and Service to ensure the delivery of information as required. |
|--|---------------------------|--|

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> • Prepare and deliver program/project related presentations to diverse audiences as required. • Work with managers and staff across the Health Equity, Promotion and Prevention Service to manage and support cross team projects and professional development. • Coach / mentor staff in program/project management as required. • Recruit, coach, mentor and performance develop [unit/team] staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit • Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role. • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|--|--|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|-------------------|---|
| Challenges | <ul style="list-style-type: none"> • Balancing the requirements of legislation with practical implementation of strategy • Managing competing needs and objectives to achieve positive outcomes for the service, partners / stakeholders and communities. • Developing and maintaining strong relationships within a large and complex organisation and with other relevant stakeholders. • Balancing the expectations of the Aboriginal community against available resources and compliance with policies and procedures of the health service. Managing a high-volume workload while at the same time achieving positive outcomes. |
|-------------------|---|

| | |
|------------------------|---|
| Decision Making | <ul style="list-style-type: none"> The position has substantial autonomy in the day-to-day management of programs/projects, including determining priorities and schedules to achieve work objectives. Developing and sustaining a service and workforce that is flexible, adaptable, and resilient providing quality services in a complex and ever-changing environment. In consultation with the Director, HEPPS determine the best use of limited resources to meet competing priorities and needs. Seek all relevant information in relation to evidence-based approaches and use influencing skills in order to achieve an outcome which is beneficial to the community and the organisation. |
| Communication | <ul style="list-style-type: none"> Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district, as required, in relation to programs and projects, as required. Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. |

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders, including Aboriginal Health Unit and Aboriginal Health Workers |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | Direct Reports |
| | Why? | Develop/manage staff to ensure high performing team aligned with strategic goals |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with Aboriginal community organisations and community organisations and other government agencies. |
| | Who? | District and facility services |
| | Why? | Liaison and consultation with district and facility services in relation to team and unit priorities and programs, as required. |
| Is this a Public Senior Executive Role which | | NO |

| | |
|--|--|
| manages relationship at the Ministerial level? | |
|--|--|

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 3 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | <p><i>(Mandatory)</i></p> <p><i>PM team will include this text</i></p> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <p><i>(Mandatory)</i></p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable |

| | | |
|--|-------------|---|
| | | instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | (Free Text) | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|--|
| 1 | Be of Aboriginal or Torres Strait Islander descent (An applicant’s race is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977). |
| 2 | Relevant tertiary qualifications in health or social sciences or relevant equivalent work experience or a combination of study and work experience. |
| 3 | Demonstrated experience of delivering effective health related projects with Aboriginal communities, in key health and community settings; and demonstrated knowledge of health issues relating to Aboriginal people. |
| 4 | Proven project management, organisational and time management skills (including ability to manage multiple projects, and to prioritise and meet conflicting deadlines). |
| 5 | Demonstrated leadership skills to enhance staff performance, influence workplace culture and lead change. |
| 6 | Demonstrated high level verbal and written communication skills, interpersonal, negotiation and influencing skills with a strong customer service approach. |
| 7 | Demonstrated ability to work as a member of team, as well as independently and to develop and maintain effective working relationships with senior management, and other key internal and external stakeholders, including community controlled organisations. |
| 8 | Demonstrated high level presentation and facilitation skills, and ability to communicate effectively with health and community sector staff from a wide range of disciplines. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|---------------------------|---|---|
| Other Requirements | (Mandatory) | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | PM team will include this text (Mandatory) | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team |

| | | |
|--|--|---|
| | <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <p>to undertake changing roles, responsibilities and to provide for succession within the unit</p> <ul style="list-style-type: none"> • Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <p><i>(Free Text)</i></p> | <ul style="list-style-type: none"> • Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position. |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|--|-------------------------------------|
| <p>Disqualification Questions</p> | <p><i>Currently Unavailable</i></p> |
|--|-------------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Constant |
| Standing – remaining standing without moving about to perform tasks | Constant |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Constant |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Infrequent |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling – remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Infrequent |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Infrequent |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Infrequent |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Not Applicable |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Occasional |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Infrequent |
| Hand and Arm Movements – repetitive movements of hands and arms | Frequent |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Frequent |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Occasional |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Constant |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Constant |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Not Applicable |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Not Applicable |
| Touch – use of touch is an integral part of work performance | Not Applicable |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Infrequent |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Not Applicable |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Infrequent |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Infrequent |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Infrequent |
| Hazardous Substances – e.g. dry chemicals, glues | Infrequent |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Infrequent |
| Inadequate Lighting – risk of trips, falls or eyestrain | Occasional |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Infrequent |
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Infrequent |
| Confined Spaces – areas where only one egress (escape route) exists | Occasional |



| | |
|---|----------------|
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Infrequent |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Infrequent |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Infrequent |

Position Description



| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Senior Communications Officer , PaCH |
| Position Number | TBC |
| Cost Centre | TBC |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|--|---|--|
| Does this role require Job Demand Check List? | YES | <i>All positions require a Job Demand Checklist to be completed</i> |
| Position Description Title * | Communications Officer, Health Equity, Promotion and Prevention Service | |
| Does this role require Multiple Awards? Specific classifications (if applicable): | NO | <i>If Yes, Please list each Classification and grade below</i> |
| Award* | Health Managers State Award | |
| Position Classification* | Health Manager Level 1 | |
| Job Category Coding (ROB)* | Marketing and Communications | |
| Job Classification Coding (ROB)* | Communications Marketing and Media | |
| Speciality Coding (ROB) | Communications Officer/Communications Assistant | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | NO | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?" | <i>(Mandatory)</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free Text)</i> | This role is responsible for providing communications support for the Health Equity, Promotion and Prevention Service (HEPPS). The role will support the planning, implementation and evaluation of communication strategies and provide advice in relation to tailoring communication to the needs of partner organisations and communities. |

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|---------------------------|---|
| <p>Standard Key Accountabilities*</p> | <p><i>(Free Text)</i></p> | <ul style="list-style-type: none"> • Provide communications advice, support and guidance to Healthy Equity, Promotion and Prevention (HEPPS) teams within agreed timeframes, quality standards and budgetary constraints. • Build and maintain effective relationships with key internal and external stakeholders to ensure priorities and communication objectives are met. • Work as a member of a project group to plan, implement, monitor and evaluate evidence-based projects and communication strategies. • Assist with the development and implementation of policies, procedures, standards and practices in accordance with legislative and professional requirements to ensure consistent delivery of quality programs/projects and communication to stakeholders and communities. • Collaborate with SESLHD Media and Communications team to ensure appropriate approvals are in place for communication content. • Maintain engagement with key internal and external stakeholders in managing and promoting HEPPS communication priorities. • Support HEPPS internal communications, webpages and intranet sites. • Prepare written correspondence such as self-initiated briefs and responses, reports, presentations and other written materials. • Provide information, education and training to stakeholders and communities as required. • Support cross team projects and professional development • Contribute to the development and implementation of Health Equity, Promotion and Prevention Service business and strategic plans, procedures and standards of practice. • Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure delivery of quality health information to communities within SESLHD. • Promote continual improvement and focus on superior service by establishing and reviewing communication related performance indicators and relevant reporting systems. • Provide secretariat support to committees and working groups as required • Contribute to the development and implementation of Health Equity, Promotion and Prevention Service business and strategic plans, procedures and standards of practice. • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees. |
|--|---------------------------|---|

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service. All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|--|--|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

| | |
|------------------------|---|
| Challenges | <ul style="list-style-type: none"> Planning and prioritising high volume of work with conflicting and critical deadlines. Attending to a wide variety of day to day related administrative tasks and resolving them on behalf of Manager/Business Unit. Responding and acting in relation to tight timeframes, often co-ordinating responses from other staff. |
| Decision Making | <ul style="list-style-type: none"> Seek all relevant information in relation to evidence-based approaches and use influencing skills in order to achieve an outcome which is beneficial to the community and the organisation. Undertakes straightforward negotiations around timelines for delivery of services. |
| Communication | <ul style="list-style-type: none"> Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district, in relation to programs and projects, as required. Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships |

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|-----------------------------------|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | |
| | Why? | |

| | |
|--|--|
| Does this role routinely interact with external stakeholders? | Yes |
| Who? | Key stakeholders |
| Why? | Key external stakeholders |
| Who? | Maintaining strategic relationships and work in partnership with community organisations, communities and other government agencies. |
| Why? | District and facility services |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | No |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|-----|
| Direct Reports | Nil |
| Indirect Reports | Nil |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|-----|
| As per delegation manual | Nil |
| Other \$ | Nil |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

| | | |
|---------------------------|--------------------|--|
| Other Requirements | <i>(Mandatory)</i> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRRC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing |
| | <i>(Free Text)</i> | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in communications, media/public relations and/or social marketing, or relevant equivalent work experience or a combination of study and work experience. |
| 2 | Demonstrated knowledge of planning, implementing and evaluating communication strategies, and communication technologies. |
| 3 | Demonstrated ability to work as a member of team, as well as independently, and the ability to prioritise workload to meet conflicting deadlines. |
| 4 | Demonstrated effective interpersonal and communication skills to collaborate with key stakeholders. |
| 5 | Demonstrated excellent written and verbal communication skills with the ability to prepare draft media releases, newsletter content, communications plans and reports. |
| 6 | Demonstrated ability to be flexible and adapt work practices to meet current and emerging business needs. |
| 7 | Demonstrated ability to co-design communication strategies with staff and consumer/community representatives from target populations and communities experiencing disadvantage. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position across District. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

| | | |
|---------------------------|--------------------|--|
| Other Requirements | <i>(Mandatory)</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.



**Disqualification
Questions**

Currently Unavailable

Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|---|-----------------|
| Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials – note: N/A is not acceptable | Choose an item. |
| Sitting – remaining in a seated position to perform tasks | Frequent |
| Standing – remaining standing without moving about to perform tasks | Occasional |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Frequent |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Infrequent |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling – remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Infrequent |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Not Applicable |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Infrequent |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Occasional |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Not Applicable |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Infrequent |
| Hand and Arm Movements – repetitive movements of hands and arms | Frequent |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Frequent |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Occasional |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Frequent |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Frequent |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Not Applicable |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Not Applicable |
| Touch – use of touch is an integral part of work performance | Frequent |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Not Applicable |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Not Applicable |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Not Applicable |
| Restraining – involvement in physical containment of patients/clients | Not Applicable |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Not Applicable |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Not Applicable |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Not Applicable |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Not Applicable |
| Hazardous Substances – e.g. dry chemicals, glues | Not Applicable |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Not Applicable |
| Inadequate Lighting – risk of trips, falls or eyestrain | Not Applicable |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Not Applicable |
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Not Applicable |



| | |
|---|----------------|
| Confined Spaces – areas where only one egress (escape route) exists | Not Applicable |
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Not Applicable |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Not Applicable |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Not Applicable |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Manager, Aboriginal Health Promotion Team |
| Position Number | |
| Cost Centre | TBC |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|---|--|--|
| Position Description Title * | Aboriginal Health Promotion Officer | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Public Hospital (Professional & Associated Staff) Conditions of Employment (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Education Officer | |
| Job Category Coding (ROB)* | Population Health | |
| Job Classification Coding (ROB)* | Health Promotion | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | NO | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | This role is responsible for implementing programs/projects within and across teams, to support the efficient and effective operation of the Health Equity, Promotion and Prevention Service to achieve business and service objectives. The role will support community engagement, planning, implementation and evaluation of programs/projects and provide advice and guidance |

| | | |
|------------------------|--|---|
| does this role exist?" | | in relation to tailoring programs/projects to the needs of Aboriginal and Torres Strait Islander communities. |
|------------------------|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|---------------------------|---|
| <p>Standard Key Accountabilities*</p> | <p><i>(Free Text)</i></p> | <ul style="list-style-type: none"> • Work as a member of a project team to plan, implement, monitor and evaluate evidence-based projects. • Build and maintain effective relationships with key stakeholders to ensure program/project outcomes are met. • Participate in community capacity building initiatives in partnership with internal and external partners, including Aboriginal community controlled organisations, Aboriginal communities, health professionals and other stakeholders. This includes the co-design, delivery and evaluation of culturally appropriate health education, promotion and early intervention programs relating to Aboriginal health. • Provide information, education and training to stakeholders and Aboriginal communities as required. • Support cross team projects and professional development. • Provide secretariat support to committees and working groups as required • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|---------------------------|---|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|------------------------|---|
| Challenges | <ul style="list-style-type: none"> • Developing and maintaining strong relationships with internal and external stakeholders • Managing a high-volume workload while at the same time achieving positive outcomes. • Identifying changing priorities and needs of internal and external stakeholders and working in consultation with staff within the team and unit to ensure these are addressed. • Balancing the expectations of the Aboriginal community against available resources and compliance with policies and procedures of the health service. |
| Decision Making | <ul style="list-style-type: none"> • Undertake straightforward negotiations around timelines for delivery of project milestones and outcomes. • In consultation staff within the team and service, determine the best use of limited resources to meet competing priorities and needs. |
| Communication | <ul style="list-style-type: none"> • Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district, in relation to programs and projects, as required. • Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. |

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | Aboriginal Health Worker Meetings/ Aboriginal Health Unit |
| | Why? | Attend monthly meetings to facilitate knowledge exchange and professional development/ Professional support and cultural expertise |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with community organisations, communities and other government agencies. |
| | Who? | District and facility services |
| | Why? | Liaison and consultation with district and facility services in relation to team and unit priorities and programs, as required. |

| | |
|---|----|
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | NO |
|---|----|

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 0 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | <p><i>(Mandatory)</i></p> <p><i>PM team will include this text</i></p> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <p><i>(Mandatory)</i></p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. |

| | | |
|--|-------------|--|
| | | <ul style="list-style-type: none"> Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | (Free Text) | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|--|
| 1 | Be of Aboriginal or Torres Strait Islander descent (An applicant's race is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977) |
| 2 | Relevant tertiary qualifications in health, welfare or related social sciences, or relevant equivalent work experience, or a combination of study and work experience. |
| 3 | Demonstrated experience in delivering health promotion and education programs to Aboriginal communities. |
| 4 | Demonstrated skills in resource development (including co-design skills), presentation and facilitation. |
| 5 | Demonstrated excellent interpersonal, written and verbal communication skills, and computer skills including competency in the use of Microsoft Products. |
| 6 | Demonstrated skills in community consultation, building and maintaining collaborative relationships with key stakeholders. |
| 7 | Demonstrated ability to work as a member of team, as well as independently, and effective organisational and time management skills |
| 8 | Current NSW drivers' licence, with a willingness to travel in accordance with the demands of the position. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|--------------------|--------------------------------|---|
| Other Requirements | (Mandatory) | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | PM team will include this text | |
| | (Mandatory) | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team |

| | | |
|--|--|---|
| | <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <p>to undertake changing roles, responsibilities and to provide for succession within the unit</p> <ul style="list-style-type: none"> • Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <p><i>(Free Text)</i></p> | |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|--|-------------------------------------|
| <p>Disqualification Questions</p> | <p><i>Currently Unavailable</i></p> |
|--|-------------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Frequent |
| Standing – remaining standing without moving about to perform tasks | Not Applicable |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Occasional |
| Kneeling – remaining in a kneeling posture to perform tasks | Not Applicable |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Not Applicable |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Occasional |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Occasional |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Infrequent |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Infrequent |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Not Applicable |
| Hand and Arm Movements – repetitive movements of hands and arms | Not Applicable |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Occasional |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Frequent |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Frequent |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Frequent |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Infrequent |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Infrequent |
| Touch – use of touch is an integral part of work performance | Frequent |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Occasional |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Infrequent |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Not Applicable |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Not Applicable |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Not Applicable |
| Hazardous Substances – e.g. dry chemicals, glues | Not Applicable |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Occasional |
| Inadequate Lighting – risk of trips, falls or eyestrain | Not Applicable |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Not Applicable |



| | |
|---|----------------|
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Occasional |
| Confined Spaces – areas where only one egress (escape route) exists | Not Applicable |
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Not Applicable |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Not Applicable |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Not Applicable |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Manager, Healthy Adults, Healthy Ageing Team |
| Position Number | To be advised |
| Cost Centre | To be advised |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|---|--|--|
| Position Description Title * | Health Promotion Officer, Healthy Adults, Healthy Ageing Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Public Hospital (Professional & Associated Staff) Conditions of Employment (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Education Officer Graduate | |
| Job Category Coding (ROB)* | Population Health | |
| Job Classification Coding (ROB)* | Health Promotion | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | NO | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | The primary purpose of this role is to contribute to the planning, implementation and evaluation of programs/ projects to support the efficient and effective operation of the Healthy Adults, Healthy Ageing team to achieve business and service objectives. |

| | | |
|------------------------|--|--|
| does this role exist?" | | The position will work within and across teams in the Health Equity, Promotion and Prevention Service to deliver targeted programs to identified communities, support partnerships with key stakeholders, and provide advice and guidance in relation to tailoring projects to the needs of the community. |
|------------------------|--|--|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|--------------------|---|
| <p>Standard Key Accountabilities*</p> | <p>(Free Text)</p> | <ul style="list-style-type: none"> • Work as a member of a project team to plan, implement, monitor and evaluate evidence-based programs/projects. • Build and maintain effective relationships with key stakeholders to ensure program/project outcomes are met. • Work in partnership with community organisations, communities and other government agencies. • Provide information, education and training to stakeholders and communities as required. • Support cross team projects and professional development. • Provide secretariat support to committees and working groups as required • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|--------------------|---|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|--------------------------|---|
| <p>Challenges</p> | <ul style="list-style-type: none"> • Developing and maintaining strong relationships with internal and external stakeholders |
|--------------------------|---|

| | |
|------------------------|--|
| | <ul style="list-style-type: none"> Managing a high-volume workload while at the same time achieving positive outcomes. Identifying changing priorities and needs of internal and external stakeholders and working in consultation with staff within the team and service to ensure these are addressed. |
| Decision Making | <ul style="list-style-type: none"> Undertake straightforward negotiations around timelines for delivery of project milestones and outcomes. In consultation staff within the team and service, determine the best use of limited resources to meet competing priorities and needs. |
| Communication | <ul style="list-style-type: none"> Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district, in relation to programs and projects, as required. Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. |

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | |
| | Why? | |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with community organisations, communities and other government agencies. |
| | Who? | District and facility services |
| | Why? | Liaison and consultation with district and facility services in relation to team and unit priorities and programs, as required. |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 0 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | <p><i>(Mandatory)</i></p> <p><i>PM team will include this text</i></p> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <p><i>(Mandatory)</i></p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any |

| | | |
|--|-------------|---|
| | | safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | (Free Text) | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in health, welfare or related social sciences, or relevant equivalent work experience, or a combination of study and work experience. |
| 2 | Demonstrated skills in project management, including the delivery of effective, evidence based programs/projects with target populations/communities experiencing disadvantage. |
| 3 | Demonstrated skills in resource development (including co-design skills) and community consultation. |
| 4 | Demonstrated excellent interpersonal, written and verbal communication skills, including report writing, presentation and facilitation skills. |
| 5 | Demonstrated skills in building and maintaining collaborative relationships with key stakeholders. |
| 6 | Demonstrated ability to work as a member of team, as well as independently, and effective organisational and time management skills. |
| 7 | High level skills with Microsoft suite of software, including Outlook, Word and Excel. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|---------------------------|--|---|
| Other Requirements | (Mandatory) <i>PM team will include this text</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | (Mandatory) <i>PM team will include relevant text dependent on whether the position has</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of |

| | | |
|--|------------------------------|---|
| | <i>direct reports or not</i> | appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|----------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Frequent |
| Standing – remaining standing without moving about to perform tasks | Not Applicable |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Occasional |
| Kneeling – remaining in a kneeling posture to perform tasks | Not Applicable |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Not Applicable |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Occasional |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Occasional |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Infrequent |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Infrequent |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Not Applicable |
| Hand and Arm Movements – repetitive movements of hands and arms | Not Applicable |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Occasional |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Frequent |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Frequent |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Frequent |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Infrequent |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Infrequent |
| Touch – use of touch is an integral part of work performance | Frequent |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Occasional |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Infrequent |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Not Applicable |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Not Applicable |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Not Applicable |
| Hazardous Substances – e.g. dry chemicals, glues | Not Applicable |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Occasional |
| Inadequate Lighting – risk of trips, falls or eyestrain | Not Applicable |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Not Applicable |



| | |
|---|----------------|
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Occasional |
| Confined Spaces – areas where only one egress (escape route) exists | Not Applicable |
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Not Applicable |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Not Applicable |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Not Applicable |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Manager, Healthy Children and Young People Team |
| Position Number | To be advised |
| Cost Centre | To be advised |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|---|--|---|
| Position Description Title * | Health Promotion Officer, Healthy Children and Young People Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Public Hospital (Professional & Associated Staff) Conditions of Employment (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Education Officer Graduate | |
| Job Category Coding (ROB)* | Population Health | |
| Job Classification Coding (ROB)* | Health Promotion | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | NO | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | The primary purpose of this role is to contribute to the planning, implementation and evaluation of programs/ projects to support the efficient and effective operation of the Healthy Children and Young People team to achieve business and service objectives. |

| | | |
|------------------------|--|--|
| does this role exist?" | | The position will work within and across teams in the Health Equity, Promotion and Prevention Service to deliver targeted programs to identified communities, support partnerships with key stakeholders, and provide advice and guidance in relation to tailoring projects to the needs of the community. |
|------------------------|--|--|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|--------------------|---|
| <p>Standard Key Accountabilities*</p> | <p>(Free Text)</p> | <ul style="list-style-type: none"> • Work as a member of a project team to plan, implement, monitor and evaluate evidence-based programs/projects. • Build and maintain effective relationships with key stakeholders to ensure program/project outcomes are met. • Work in partnership with community organisations, communities and other government agencies. • Provide information, education and training to stakeholders and communities as required. • Support cross team projects and professional development. • Provide secretariat support to committees and working groups as required • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|--------------------|---|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|--------------------------|---|
| <p>Challenges</p> | <ul style="list-style-type: none"> • Developing and maintaining strong relationships with internal and external stakeholders |
|--------------------------|---|

| | |
|------------------------|--|
| | <ul style="list-style-type: none"> Managing a high-volume workload while at the same time achieving positive outcomes. Identifying changing priorities and needs of internal and external stakeholders and working in consultation with staff within the team and service to ensure these are addressed. |
| Decision Making | <ul style="list-style-type: none"> Undertake straightforward negotiations around timelines for delivery of project milestones and outcomes. In consultation staff within the team and service, determine the best use of limited resources to meet competing priorities and needs. |
| Communication | <ul style="list-style-type: none"> Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district, in relation to programs and projects, as required. Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. |

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | |
| | Why? | |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with community organisations, communities and other government agencies. |
| | Who? | District and facility services |
| | Why? | Liaison and consultation with district and facility services in relation to team and unit priorities and programs, as required. |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 0 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | <p><i>(Mandatory)</i></p> <p><i>PM team will include this text</i></p> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <p><i>(Mandatory)</i></p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any |

| | | |
|--|-------------|---|
| | | safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | (Free Text) | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in health, welfare or related social sciences, or relevant equivalent work experience, or a combination of study and work experience. |
| 2 | Demonstrated skills in project management, including the delivery of effective, evidence based programs/projects with target populations/communities experiencing disadvantage. |
| 3 | Demonstrated skills in resource development (including co-design skills) and community consultation. |
| 4 | Demonstrated excellent interpersonal, written and verbal communication skills, including report writing, presentation and facilitation skills. |
| 5 | Demonstrated skills in building and maintaining collaborative relationships with key stakeholders. |
| 6 | Demonstrated ability to work as a member of team, as well as independently, and effective organisational and time management skills. |
| 7 | High level skills with Microsoft suite of software, including Outlook, Word and Excel. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|--------------------|--|---|
| Other Requirements | (Mandatory) <i>PM team will include this text</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | (Mandatory) <i>PM team will include relevant text dependent on whether the position has</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of |

| | | |
|--|------------------------------|---|
| | <i>direct reports or not</i> | appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|----------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Frequent |
| Standing – remaining standing without moving about to perform tasks | Not Applicable |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Occasional |
| Kneeling – remaining in a kneeling posture to perform tasks | Not Applicable |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Not Applicable |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Occasional |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Occasional |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Infrequent |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Infrequent |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Not Applicable |
| Hand and Arm Movements – repetitive movements of hands and arms | Not Applicable |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Occasional |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Frequent |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Frequent |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Frequent |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Infrequent |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Infrequent |
| Touch – use of touch is an integral part of work performance | Frequent |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Occasional |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Infrequent |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Not Applicable |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Not Applicable |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Not Applicable |
| Hazardous Substances – e.g. dry chemicals, glues | Not Applicable |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Occasional |
| Inadequate Lighting – risk of trips, falls or eyestrain | Not Applicable |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Not Applicable |



| | |
|---|----------------|
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Occasional |
| Confined Spaces – areas where only one egress (escape route) exists | Not Applicable |
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Not Applicable |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Not Applicable |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Not Applicable |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Manager, Healthy Communities and Consumer Engagement Team |
| Position Number | To be advised |
| Cost Centre | To be advised |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|--|--|---|
| Position Description Title * | Health Promotion Officer, Healthy Communities and Consumer Engagement Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Public Hospital (Professional & Associated Staff) Conditions of Employment (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Education Officer Graduate | |
| Job Category Coding (ROB)* | Population Health | |
| Job Classification Coding (ROB)* | Health Promotion | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | NO | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | The primary purpose of this role is to contribute to the planning, implementation and evaluation of programs/ projects to support the efficient and effective operation of the Healthy Communities and Consumer Engagement team to achieve business and service objectives. |

| | | |
|--|--|---|
| <p>question: "Why does this role exist?"</p> | | <p>The position will work within and across teams in the Health Equity, Promotion and Prevention Service to deliver targeted programs to identified communities, support partnerships with key stakeholders, and provide advice and guidance in relation to tailoring projects to the needs of the community.</p> |
|--|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|--------------------|---|
| <p>Standard Key Accountabilities*</p> | <p>(Free Text)</p> | <ul style="list-style-type: none"> • Work as a member of a project team to plan, implement, monitor and evaluate evidence-based programs/projects. • Build and maintain effective relationships with key stakeholders to ensure program/project outcomes are met. • Work in partnership with community organisations, communities and other government agencies. • Provide information, education and training to stakeholders and communities as required. • Support cross team projects and professional development. • Provide secretariat support to committees and working groups as required • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|--------------------|---|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|------------------------|--|
| Challenges | <ul style="list-style-type: none"> Developing and maintaining strong relationships with internal and external stakeholders Managing a high-volume workload while at the same time achieving positive outcomes. Identifying changing priorities and needs of internal and external stakeholders and working in consultation with staff within the team and service to ensure these are addressed. |
| Decision Making | <ul style="list-style-type: none"> Undertake straightforward negotiations around timelines for delivery of project milestones and outcomes. In consultation staff within the team and service, determine the best use of limited resources to meet competing priorities and needs. |
| Communication | <ul style="list-style-type: none"> Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district, in relation to programs and projects, as required. Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. |

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with community organisations, communities and other government agencies. |
| | Who? | District and facility services |
| | Why? | Liaison and consultation with district and facility services in relation to team and unit priorities and programs, as required. |
| Is this a Public Senior Executive Role which | | NO |

| | |
|--|--|
| manages relationship at the Ministerial level? | |
|--|--|

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 0 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | <p><i>(Mandatory)</i></p> <p><i>PM team will include this text</i></p> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <p><i>(Mandatory)</i></p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. |

| | | |
|--|-------------|--|
| | | <ul style="list-style-type: none"> Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | (Free Text) | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in health, welfare or related social sciences, or relevant equivalent work experience, or a combination of study and work experience. |
| 2 | Demonstrated skills in project management, including the delivery of effective, evidence based programs/projects with target populations/communities experiencing disadvantage. |
| 3 | Demonstrated skills in resource development (including co-design skills) and community consultation. |
| 4 | Demonstrated excellent interpersonal, written and verbal communication skills, including report writing, presentation and facilitation skills. |
| 5 | Demonstrated skills in building and maintaining collaborative relationships with key stakeholders. |
| 6 | Demonstrated ability to work as a member of team, as well as independently, and effective organisational and time management skills. |
| 7 | High level skills with Microsoft suite of software, including Outlook, Word and Excel. |
| 8 | Current NSW drivers licence, with a willingness to travel in accordance with the demands of the position. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|--------------------|--|---|
| Other Requirements | (Mandatory) <i>PM team will include this text</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | (Mandatory) <i>PM team will include relevant text</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit |

| | | |
|--|--|--|
| | <i>dependent on whether the position has direct reports or not</i> | <ul style="list-style-type: none"> • Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Frequent |
| Standing – remaining standing without moving about to perform tasks | Not Applicable |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Occasional |
| Kneeling – remaining in a kneeling posture to perform tasks | Not Applicable |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Not Applicable |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Occasional |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Occasional |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Infrequent |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Infrequent |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Not Applicable |
| Hand and Arm Movements – repetitive movements of hands and arms | Not Applicable |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Occasional |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Frequent |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Frequent |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Frequent |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Infrequent |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Infrequent |
| Touch – use of touch is an integral part of work performance | Frequent |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Occasional |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Infrequent |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Not Applicable |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Not Applicable |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Not Applicable |
| Hazardous Substances – e.g. dry chemicals, glues | Not Applicable |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Occasional |
| Inadequate Lighting – risk of trips, falls or eyestrain | Not Applicable |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Not Applicable |



| | |
|---|----------------|
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Occasional |
| Confined Spaces – areas where only one egress (escape route) exists | Not Applicable |
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Not Applicable |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Not Applicable |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Not Applicable |

Position Description



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

| | |
|-------------------------|---|
| Facility/Service | Population and Community Health (PaCH) |
| Department | Health Equity, Promotion and Prevention Service |
| Manager | Manager, Multicultural Health Team |
| Position Number | |
| Cost Centre | TBC |

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

| | | |
|---|--|---|
| Position Description Title * | Health Promotion Officer, Multicultural Health Team | |
| Does this role require Multiple Awards?* | NO | |
| Award* <i>List all relevant Awards</i> | Public Hospital (Professional & Associated Staff) Conditions of Employment (State) Award | |
| Position Classification* <i>List all classifications relevant to this position</i> | Health Education Officer Graduate | |
| Job Category Coding (ROB)* | Population Health | |
| Job Classification Coding (ROB)* | Health Promotion | |
| Job Speciality Coding (ROB) | | |
| Does this require Senior Executive Level Standards? | NO | |
| Does this role manage or supervise others?* | NO | |
| Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why | <i>(Mandatory)</i> <i>PM team will include this text</i> | The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. |
| | <i>(Free text)</i> | This role is responsible for implementing programs/projects within and across teams, to support the efficient and effective operation of the Health Equity, Promotion and Prevention Service to achieve business and service objectives. |

| | | |
|------------------------|--|---|
| does this role exist?" | | The role will support community engagement, planning, implementation and evaluation of programs/projects and provide advice and guidance in relation to tailoring programs/projects to the needs of culturally and linguistically diverse (CALD) communities. |
|------------------------|--|---|

Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

| | | |
|--|--------------------|--|
| <p>Standard Key Accountabilities*</p> | <p>(Free Text)</p> | <ul style="list-style-type: none"> • Work as a member of a project team to plan, implement, monitor and evaluate evidence-based projects. • Build and maintain effective relationships with key stakeholders to ensure program/project outcomes are met. • Work in partnership with community organisations, communities and other government agencies. • Provide information, education and training to stakeholders and communities as required. • Support cross team projects and professional development. • Provide secretariat support to committees and working groups as required • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. |
|--|--------------------|--|

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

| | |
|--------------------------|---|
| <p>Challenges</p> | <ul style="list-style-type: none"> • Developing and maintaining strong relationships with internal and external stakeholders |
|--------------------------|---|

| | |
|------------------------|--|
| | <ul style="list-style-type: none"> Managing a high-volume workload while at the same time achieving positive outcomes. Identifying changing priorities and needs of internal and external stakeholders and working in consultation with staff within the team and unit to ensure these are addressed. |
| Decision Making | <ul style="list-style-type: none"> Undertake straightforward negotiations around timelines for delivery of project milestones and outcomes. In consultation staff within the team and service, determine the best use of limited resources to meet competing priorities and needs. |
| Communication | <ul style="list-style-type: none"> Internally, the position is required to communicate regularly with managers and staff within the service, as well as staff across the Directorate of Population and Community Health and district, in relation to programs and projects, as required. Externally, the position will develop and maintain effective relationships with key stakeholders including community organisations, communities and other government agencies to promote partnerships and positive working relationships. |

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

| | | |
|--|-------------|--|
| Key Internal Relationships | Who? | Line Manager |
| | Why? | Develop relationship to support manager and delivery effectively on objectives |
| | Who? | Colleagues and internal stakeholders |
| | Why? | To work cohesively, promote culture, and achieve goals |
| | Who? | |
| | Why? | |
| Does this role routinely interact with external stakeholders? | | YES |
| Key External Relationships | Who? | Key external stakeholders |
| | Why? | Maintaining strategic relationships and work in partnership with community organisations, communities and other government agencies. |
| | Who? | District and facility services |
| | Why? | Liaison and consultation with district and facility services in relation to team and unit priorities and programs, as required. |
| Is this a Public Senior Executive Role which manages relationship at the Ministerial level? | | NO |

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

| | |
|------------------|---|
| Direct Reports | 0 |
| Indirect Reports | 0 |

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

| | |
|--------------------------|--|
| As per delegation manual | |
| Other \$ | |

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

| | | |
|-------------------------------|--|--|
| Essential Requirements | <p><i>(Mandatory)</i></p> <p><i>PM team will include this text</i></p> | <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check. |
| | <p><i>(Mandatory)</i></p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p> | <ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any |

| | | |
|--|-------------|---|
| | | safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours. |
| | (Free Text) | |

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

| | |
|---|---|
| 1 | Relevant tertiary qualifications in health, welfare or related social sciences, or relevant equivalent work experience, or a combination of study and work experience. |
| 2 | Demonstrated high level proficiency in spoken and written English and identified language. |
| 3 | Demonstrated delivering effective community education programs with multicultural communities and understanding of the lived experience of communities/community members experiencing disadvantage. |
| 4 | Demonstrated skills in resource development (including co-design skills) and community consultation. |
| 5 | Demonstrated excellent interpersonal, written and verbal communication skills, including presentation and facilitation skills. |
| 6 | Demonstrated skills in building and maintaining collaborative relationships with key stakeholders. |
| 7 | Demonstrated ability to work as a member of team, as well as independently, and effective organisational and time management skills |
| 8 | Current NSW drivers' licence, with a willingness to travel in accordance with the demands of the position. |

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

| | | |
|--------------------|--|---|
| Other Requirements | (Mandatory) <i>PM team will include this text</i> | <ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees |
| | (Mandatory) <i>PM team will include relevant text dependent on whether the position has</i> | <ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of |

| | | |
|--|------------------------------|---|
| | <i>direct reports or not</i> | appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget |
| | <i>(Free Text)</i> | |

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

| | |
|-----------------------------------|------------------------------|
| Disqualification Questions | <i>Currently Unavailable</i> |
|-----------------------------------|------------------------------|

Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

| Capability Group | Focus? | Capability | Level |
|---------------------|--------------------------|-------------------------------------|-----------------|
| Personal Attributes | <input type="checkbox"/> | Display Resilience and Courage | Choose an item. |
| | <input type="checkbox"/> | Act with Integrity | Choose an item. |
| | <input type="checkbox"/> | Manage Self | Choose an item. |
| | <input type="checkbox"/> | Value Diversity | Choose an item. |
| Relationships | <input type="checkbox"/> | Communicate Effectively | Choose an item. |
| | <input type="checkbox"/> | Commitment to Customer Service | Choose an item. |
| | <input type="checkbox"/> | Work Collaboratively | Choose an item. |
| | <input type="checkbox"/> | Influence and Negotiate | Choose an item. |
| Results | <input type="checkbox"/> | Deliver Results | Choose an item. |
| | <input type="checkbox"/> | Plan and Prioritise | Choose an item. |
| | <input type="checkbox"/> | Think and Solve Problems | Choose an item. |
| | <input type="checkbox"/> | Demonstrate Accountability | Choose an item. |
| Business Enablers | <input type="checkbox"/> | Finance | Choose an item. |
| | <input type="checkbox"/> | Technology | Choose an item. |
| | <input type="checkbox"/> | Procurement and Contract Management | Choose an item. |
| | <input type="checkbox"/> | Project Management | Choose an item. |
| People Management | <input type="checkbox"/> | Manage and Develop People | Choose an item. |
| | <input type="checkbox"/> | Inspire Direction and Purpose | Choose an item. |
| | <input type="checkbox"/> | Optimise Business Outcomes | Choose an item. |
| | <input type="checkbox"/> | Manage Reform and Change | Choose an item. |

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

| PHYSICAL DEMANDS - Description (Comment) | FREQUENCY |
|--|------------------|
| * Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable | Infrequent |
| Sitting – remaining in a seated position to perform tasks | Frequent |
| Standing – remaining standing without moving about to perform tasks | Not Applicable |
| Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Running – floor type: even/uneven/slippery, indoors/outdoors, slopes | Not Applicable |
| Bend/Lean Forward from Waist – forward bending from the waist to perform tasks | Occasional |
| Trunk Twisting – turning from the waist while sitting or standing to perform tasks | Occasional |
| Kneeling – remaining in a kneeling posture to perform tasks | Not Applicable |
| Squatting/Crouching – adopting a squatting or crouching posture to perform tasks | Not Applicable |
| Leg/Foot Movement – use of leg and/or foot to operate machinery | Occasional |
| Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps | Occasional |
| Lifting/Carrying – light lifting and carrying (0 to 9 kg) | Occasional |
| Lifting/Carrying – moderate lifting and carrying (10 to 15 kg) | Infrequent |
| Lifting/Carrying – heavy lifting and carrying (16kg and above) | Not Applicable |
| Reaching – arms fully extended forward or raised above shoulder | Infrequent |
| Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body | Infrequent |
| Head/Neck Postures – holding head in a position other than neutral (facing forward) | Not Applicable |
| Hand and Arm Movements – repetitive movements of hands and arms | Not Applicable |
| Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands | Occasional |
| Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work | Not Applicable |
| Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle) | Frequent |
| SENSORY DEMANDS - Description (Comment) | FREQUENCY |
| Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) | Frequent |
| Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries) | Frequent |
| Smell – use of smell is an integral part of work performance (e.g. working with chemicals) | Infrequent |
| Taste – use of taste is an integral part of work performance (e.g. food preparation) | Infrequent |
| Touch – use of touch is an integral part of work performance | Frequent |
| PSYCHOSOCIAL DEMANDS - Description (Comment) | FREQUENCY |
| Distressed People – e.g. emergency or grief situations | Occasional |
| Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness | Infrequent |
| Unpredictable People – e.g. dementia, mental illness, head injuries | Infrequent |
| Restraining – involvement in physical containment of patients/clients | Infrequent |
| Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies | Infrequent |
| ENVIRONMENTAL DEMANDS - Description (Comment) | FREQUENCY |
| Dust – exposure to atmospheric dust | Not Applicable |
| Gases – working with explosive or flammable gases requiring precautionary measures | Not Applicable |
| Fumes – exposure to noxious or toxic fumes | Not Applicable |
| Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE) | Not Applicable |
| Hazardous Substances – e.g. dry chemicals, glues | Not Applicable |
| Noise – environmental/background noise necessitates people raise their voice to be heard | Occasional |
| Inadequate Lighting – risk of trips, falls or eyestrain | Not Applicable |
| Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight | Not Applicable |



| | |
|---|----------------|
| Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C | Occasional |
| Confined Spaces – areas where only one egress (escape route) exists | Not Applicable |
| Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground | Not Applicable |
| Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls | Not Applicable |
| Working At Heights – ladders/stepladders/scaffolding are required to perform tasks | Not Applicable |
| Biological Hazards – exposure to body fluids, bacteria, infectious diseases | Not Applicable |