

Employee Position Description

Position Details		
Position Title: Graduate Health Promotion Practitioner	Department: Health Promotion & Engagement	Agreement: Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022-2026)
Reports To: Manager Health Promotion	Location: Hawthorn, Lilydale, Belgrave and all AccessHC sites as required	
Direct Reports: Nil	Employment Status: Part-Time (0.6FTE), Maximum Term 30 September 2027	Classification: Grade 1
Position Primary Purpose		
The Graduate Health Promotion Practitioner (HPP) position reports to the Manager Health Promotion and is part of the health promotion team. Access Health and Community, healthAbility and Link Health and Community (The Partnership) work in partnership to deliver Community Health-Health Promotion (CHHP) across Boroondara, Manningham, Monash, Whitehorse and the Yarra Ranges, including shared planning, action and reporting in line with the Department of Health CHHP Guidelines. We take a place-based approach, working across five settings where people live, play, work, and learn, including sporting clubs, sport and recreation, early years services, schools and out of school hour care, and other places in community. The role is to work with partners on designated settings-based health promotion systems and projects as outlined in The Partnership's Annual Action Plan led by the Manager Health Promotion. The Graduate HPP will support the work specifically within the Early Years setting, and may involve leading one program across both the Inner East and Yarra Ranges.		
Decision Making Authority		Key Relationships
Decisions made independent of Team Leader - Operational decisions made within existing budgets, project plans and delegation As per Delegation of Authority		Internal - Health Promotion team - Community Engagement colleagues - Communications Team - Other AccessHC staff, students and volunteers External - HPP/Officers from The Partnership (AccessHC, healthAbility, LinkHC) - HPP/Officers from other organisations - Local Government Officers and Councillors - Social Service and Community Service Agency Staff - State Government Officers

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

		• Staff/Committee/Community Members from Health Promotion Settings • Communities in Boroondara, Manningham, Monash, Whitehorse and Yarra Ranges
Key Accountabilities		
Focus Areas	Responsibilities	
Deliver Population-level Health Promotion	• Assist the Manager Health Promotion in the planning, delivery and evaluation of health promotion activity as detailed in The Partnership's CHHP Annual Action Plan. • Lead the development, implementation and evaluation of required priority, setting or program area as detailed in Individual workplan. • Actively contribute to planning and reporting requirements of funding bodies.	
Provide high level written and verbal communication	• Prepare all project documentation to a high standard for authorisation by Manager Health Promotion including: – Preparing project plans, budgets, marketing plans, advocacy strategies, evaluation plans and project reports – Managing the development of information and promotional materials, to publication standard, to assist in the successful implementation of priority or settings-based project work • Using a variety of business communication and advocacy tools to communicate messages to internal and external stakeholders including press releases, reports, submissions, letters and commentaries • Prepare reports for internal and external stakeholders as directed by Manager Health Promotion • Apply principles of health literate communication to all work and act as a resource to colleagues in creating a health literate organisation. • Develop working relationships with stakeholders, community members, volunteers and staff, including strong cultural competency.	
Build and Engage Partners	• Work in partnership and engage with community members and staff in the settings across our catchment. • Work in partnership with managers and staff across The Partnership in the planning, delivery and evaluation of health promotion activity as detailed in The Partnership's CHHP Annual Action Plan. • Partner with agencies inside and external to the health system applying a systemic approach to improving the health of populations. • Develop and expand relationships with community members and organisations. • Actively seek and write grant applications that support and build upon work the team are delivering for CHHP Annual Action Plan, with reference to the Delegation Policy. • Engagement with partner agencies, community settings and community members connected to existing or future project work. • Facilitate community networks as required.	
Build the Health Promotion Profession	• Support the development of the health promotion industry by supporting and working with students on placement and volunteers, under direction of the Manager Health Promotion.	

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	Identifying new opportunities, settings and grants for prevention.
Contribute to a Health Promoting Organisation	Assist the Manager Health Promotion to implement a Health Promoting approach across AccessHC focussing on equity, diversity, client-centred approaches, health literacy and consumer and community engagement and participation.
Governance and Compliance	- Act in accordance with AccessHC's policies, procedures and code of conduct. - Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. - Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	- Act in accordance with health and safety policies and procedures at all times. - All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
AccessHC Values	Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality.

Selection Criteria	
Mandatory selection criteria items - Police Check - International Police Check (If worked o/s applicable) - Working With Children Check - Driver's Licence Key selection criteria items - Tertiary qualifications in health promotion, public health, health science, community development or a related discipline. - Less than one years' experience in a population health role within a community context. - Strong stakeholder engagement and relationship-building skills, with the ability to work collaboratively across teams and community partners. - Excellent written and verbal communication skills, including experience preparing reports and project documentation. - A proactive, community-focused approach with a passion for health equity, prevention and creating systems-level change that leads to positive community impact.	Attributes we value - Demonstrated ability to embed equity in your work, change work practices to increase inclusion, apply a gender lens and actively seek input from people with lived experience of diversity and intersectionality. - Demonstrated ability to develop strong working relationships with community members, volunteers and staff, including strong cultural competency. - Speaks a community language in addition to English (desirable). - Knowledge of systems thinking in health promotion. - Knowledge of health promotion principles (in Ottawa Charter), determinants of health and Victorian Health and Wellbeing Plan. - Knowledge and skills in health promotion core competencies: enable change, advocate for health, mediate through partnership, communication, leadership, needs assessment, planning and assessment, evaluation and research. - Eligible for registration as an IUHPE Registered Health Promotion practitioner (desirable). - Commitment to reflective practice and continuous quality improvement. - Demonstrated project management, time management and prioritisation skills.

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Version No: 1	Last Updated: 03/09/2026	Author: Heather Cole	Approved By: Fiona Read	Page 3 of 4
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	• Proficiency in Microsoft Office and relevant software applications. • Demonstrated behaviours consistent with AccessHC values.
Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, people with disability, people of all genders and sexualities, and people with lived and living experience. We recognise the strength, resilience and ongoing contributions of First Nations peoples and are committed to advancing reconciliation through our employment, service delivery and organisational practices. All compliance requirements will be assessed on a case-by-case basis, and a criminal history does not automatically exclude an applicant from employment. All applications will be treated confidentially.	
Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

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