

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Senior Health Promotion Officer - (Youth)</b>
<b>Grading:</b>	SHPOY1-5
<b>Remuneration:</b>	to be advised by HR
<b>Status:</b>	Permanent, Full time
<b>Location:</b>	Metropolitan (Newington, Penrith, Fairfield) clinics <b>(Note: routine travel to all clinics across metropolitan Sydney and occasional travel to regional NSW clinics is required)</b>
<b>Responsible to:</b>	Health Promotion Manager
<b>Responsible for:</b>	Health Promotion Officers (Youth)

---

### Our Organisation

*Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.*

*Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.*

---

### Position Overview

The Senior Health Promotion Officer (Youth) is responsible for the leadership of a state-wide program of health promotion and education activities focussing on improving the reproductive and sexual health of young people in NSW. The role is responsible for managing the overall operations of the youth health promotion team including the design, implementation and evaluation of health promotion projects, community and professional education, research and advocacy activities, and performance to agreed KPIs.

---

### Selection Criteria

#### ***Essential***

- Tertiary qualifications in health promotion, public health, health education or relevant field with at least 5 years' experience working in health, education and community services or similar field
- Demonstrated knowledge and experience in development, implementation and evaluation of health promotion programs, including digital health promotion programs and campaigns
- Experience working with young people and a strong understanding of accessibility and inclusivity
- Demonstrated knowledge of current reproductive and sexual health issues as experienced by young people
- Excellent interpersonal, negotiation, written and oral communication skills including community education, consumer engagement, advocacy, partnership development and networking
- Demonstrated skills in mentoring, supervision and team leadership
- Experience working as part of a multi-disciplinary team across multiple projects
- Current NSW driver's license

### ***Desirable***

- Certificate IV in Training and Assessment
- Post graduate qualifications in a relevant area

### ***Values***

- Family Planning NSW is a pro-choice organisation
  - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion
  - As an abortion service provider, all FPNSW staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
  - For this role, that means developing, implementing and evaluating reproductive & sexual health promotion programs and projects that include information about abortion
- Must support the Family Planning NSW values:
  - Human rights focus - promoting the rights of all people to reproductive and sexual health
  - Integrity - maintaining a strong ethical base, being accountable and transparent
  - Inclusiveness - valuing and respecting diversity without judgement
  - Equity of access - ensuring access to our services for all including priority populations
  - Client centred - placing the needs of the whole person at the centre of our work
  - Commitment to excellence - ensuring high standards in all our work
  - A just culture – a balanced accountability for both individuals and the organisation

### ***Other requirements***

- A Criminal Record Check and Working With Children Check are required prior to commencement in this role. Vaccination requirements also apply to this role.

---

## **Key Responsibilities**

### ***Health promotion***

- Lead and support the implementation of the Family Planning NSW youth health promotion program across the organisation
- Lead the development and delivery of health promotion projects - this includes conducting literature reviews and needs assessments, and delivery and evaluation of health promotion projects
- Collaborate with Family Planning NSW Research and Evaluation team to ensure health promotion activities are closely monitored and evaluated
- Develop and mentor health promotion officers
- Actively build partnerships which enhance health promotion activities and facilitate collaborative action
- Ensure projects are consistent with evidence-based practice and contribute to Family Planning NSW research activities.
- Ensure young people are involved in the organisation's consumer engagement framework
- Monitor and address quality assurance issues as they relate to health promotion
- Provide expert advice to staff across the organisation on the development and implementation of programs for young people
- Promote Family Planning NSW as a leader in reproductive and sexual health
- Provide high quality written and verbal reports

- Undertake any other duties or projects at the direction of the Health Promotion Manager or Executive

#### ***Financial and resource management / administration***

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW

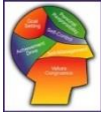




#### ***Work health and safety***

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

#### ***Safety & quality***

- Commit to maintain best practice by adhering to the scope of practice of the position and within role boundaries as defined by Family Planning NSW
- Maintain the required qualifications and competencies to deliver high quality services
- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Adhere to Family Planning NSW's defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client's needs
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Commit to share knowledge, provide support and supervision to less experienced staff

## Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
<b>Personal Attributes</b>  	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	<b>Act with Integrity</b> Be ethical and professional, and adhere to the Family Planning NSW values	Adept
	<b>Manage Self</b> Show drive and motivation, a measured approach and a commitment to learning	Advanced
	<b>Value Diversity</b> Show respect for diverse backgrounds, experiences and perspectives	Adept
<b>Relationships</b>  	<b>Communicate Effectively</b> Communicate clearly, actively listen to others and respond with respect	Advanced
	<b>Commit to Customer Service</b> Provide customer centric services in line with organisational objectives	Adept
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	Adept
	<b>Influence and Negotiate</b> Gain consensus and commitment from others and resolve issues and conflicts	Adept
<b>Results</b>  	<b>Deliver Results</b> Achieve results through efficient use of resources and a commitment to quality outcomes	Adept
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	Adept
	<b>Demonstrate Accountability</b> Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Adept
<b>Business Enablers</b>  	<b>Finance</b> Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	<b>Procurement and Contract Management</b> Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	Advanced
<b>People Management (supervisory roles only)</b>  	<b>Manage and Develop People</b> Engage and motivate staff and develop capability and potential in others	Adept
	<b>Inspire Direction and Purpose</b> Communicate goals, priorities and vision and recognise achievements	Adept
	<b>Optimise Business Outcomes</b> Manage resources effectively and apply sound workforce planning principles	Intermediate
	<b>Manage Reform and Change</b> Support, promote and champion change, and assist others to engage with change	Adept

**Verification**

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

**Position holder:**

Name:

Signature:

Date:

**Supervisor:**

Name:

Signature:

Date:

---