

## ROLE DESCRIPTION

<b>Role Title:</b>	Health Promotion Officer
<b>Role reports to:</b>	Workforce Development Manager
<b>Role Created/Reviewed Date:</b>	July 2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

## ORGANISATION

### Overview

Emerging Minds is dedicated to advancing the mental health and emotional wellbeing of infants, children, adolescents and their families in Australia. Emerging Minds develops mental health policy, services, interventions, training, programs and resources in response to the needs of professionals, children and their families. Emerging Minds partners with family members and national and international organisations to implement evidence based practice into the Australian context.

Emerging Minds is the auspicing body for The National Workforce Centre for Child Mental Health funded by the Australian Government. Emerging Minds as the lead organisation has partnered with the Australian Institute of Family Studies, the Parenting Research Centre, the Australian National University and the Royal Australian College of General Practitioners in the establishment and delivery of this initiative.

Emerging Minds will:

- develop innovative information and workforce development resources for clinical and non-clinical professionals to improve the mental health of infants and children;
- support the development of knowledge, skills and practice for professionals working with children who would benefit from early intervention, including those who experience trauma; and
- support the development of knowledge, skills and practice for professionals working with the parents and guardians of these children, with a view to assisting parents and guardians to care effectively for their children.

## ROLE CONTEXT

### Primary Objective(s) of Role

The key responsibilities for this position include:

- Contribute to the achievement of Emerging Minds objectives and output especially as they relate to the development and delivery of high quality and accessible health information and practice resources.
- Management and implementation of a national database of quality health information, practice resources and digital tools to assist professionals in the delivery of mental health support for infants, children, parents and families
- Partner with family members, practitioners and organisations to co-design health information resources, digital content and apps that enhance workforce support for infant and child mental health
- Contribute to the overall outcomes of Emerging Minds.

### Direct Reports

As part of the National Workforce Centre for Child Mental Health, the Health Promotion Officer is responsible for the development of innovative health information, practice resources, applications and resource databases that strengthen delivery of mental health support for infants and children at risk of mental health difficulties. The position will work together and in close collaboration with key National and State based partners and stakeholders, and children and families to inform the development of resources.

### Key Relationships/Interactions

#### Internal

- Reports to the Workforce Development Manager
- Workforce Development team
- Communications team
- Child Mental Health Workforce Consultants

#### External

- National and State based partners and stakeholders, who can strengthen Emerging Minds' ability to achieve their purpose.
- Digital content developers
- Children, parents and family members

### Challenges Associated with Role

Major challenges currently associated with the role include:

- Applying a health promotion approach to lead the development and delivery of quality mental health information and practice resources.
- Initiate and manage the development of a national database of quality health information and practice resources for professionals supporting infant, child and family mental health.
- Foster and promote the professional and public profile of Emerging Minds, working closely with the communications team.

### Delegations

- TBD

### Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the organisation's values and strategic directions.

### General Requirements

Managers and staff are required to work in accordance with including but not limited to: *Work Health and Safety* legislation when relevant WHS Defined Officers must meet due diligence requirements.

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act
- Relevant Awards, Enterprise Agreements
- Duty to maintain confidentiality
- Smoke Free Workplace
- Code of Conduct

- Emerging Minds Policies and Procedures

### Special Conditions

- An Australian citizen or resident with the right to work in Australia
- Out of hours work including intra and interstate travel. Overnight absences will be required on a regular basis. The employee must be willing to fly.
- The appointment is subject to the provision of a current National Police Certificate and Child Related Employment Screening through the Department of Communities and Social Inclusion (South Australia), or equivalent.
- A minimum current South Australian 'Class C' (or interstate equivalent) drivers license is essential. The employee must be willing to drive throughout the course of their duties.

## KEY RESULT AREA AND RESPONSIBILITIES

Key Result Areas	Major Responsibilities
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Provide collaborative support to implement aims, objectives and KPIs for the National Workforce Centre for Child Mental Health at state and regional levels.</li> <li>• Apply health promotion project management methodologies to ensure development and delivery of quality health information and practice resources.</li> <li>• Support the development of student and intern programs to maximise health promotion strategies.</li> </ul>
<b>Workforce Development</b>	<ul style="list-style-type: none"> <li>• Provide expert consultancy advice to mental health and child welfare initiatives and other major stakeholders regarding the utilisation of quality health information and digital resources to support infant and child mental health.</li> <li>• Collaborating across the National Workforce Centre for Child Mental Health portfolio with high levels of independence and accountability to ensure achievement of program outcomes within contract timelines and budget constraints.</li> <li>• Analysing and synthesising key data and evidence to inform health promotion resources and databases.</li> <li>• Contributing to the evidence base relating to strategies to support mental health literacy and behaviour change by: <ul style="list-style-type: none"> <li>○ Collaborating with evaluation leads to measure and monitor the impact of health promotion strategies and resources</li> <li>○ supporting the preparation of publications/presentations for range of audiences; and</li> <li>○ liaising and collaborating with key groups both in Australia and overseas to enhance the evidence base in relation to health promotion and health literacy.</li> </ul> </li> <li>• Present at public forums on practices and strategies to support health literacy and behaviour change using a health promotion approach.</li> </ul>
<b>Co-design</b>	<ul style="list-style-type: none"> <li>• Apply health promotion participatory strategies in the development and implementation of health information, practice resources and digital content for Emerging Minds.</li> </ul>

	<ul style="list-style-type: none"> <li>Identifying and building relationships with key stakeholders and promoting collaborative partnerships to enhance existing activities and development of new initiatives.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Supporting the installation of a proactive approach and culture of continuously reviewing and improving resource planning, policies, services and programs across Emerging Minds.</li> <li>Ensuring the quality of services are continually evaluated and improved through developing a culture of risk awareness and responsiveness.</li> <li>Ensuring evolving principles and practices are included to facilitate continuous improvement and position Emerging Minds as a leading Australian and International workforce development organisation.</li> </ul>

## KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL MINIMUM REQUIREMENTS	
<b>Educational Vocational Qualifications</b>	<ul style="list-style-type: none"> <li>An appropriate degree level qualification in health, allied health, behavioural or social science or a related discipline.</li> </ul>
<b>Personal Abilities Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>Provide a consultancy and advisory service to management, staff and external bodies and establish and maintain both integrity and confidentiality in dealing with issues of a sensitive nature.</li> <li>Communicate, both verbally and in writing to a wide range of people, including children, on a range of sensitive and complex issues.</li> <li>Operate effectively in an environment of complexity and change, and work as part of a small team.</li> <li>Meet deadlines and achieve agreed outputs.</li> <li>Develop and implement constructive and innovative policies, practices and procedures to assist and facilitate the achievement of organisational goals.</li> <li>Operate with professional independence, think strategically and provide advice in an effective and timely manner.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated experience in working collaboratively with children, parents and families utilising a capacity building and partnership approach.</li> <li>Development and delivery of health information and practice resources, including digital content.</li> <li>Demonstrated experience in accomplishing the objectives of a complex health promotion project/s utilising high levels of initiative.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrated understanding of mental health promotion, mental illness prevention and early intervention as it relates to infants, children, adolescents and their families.</li> <li>Knowledge of best practice strategies relating to the development and delivery of resources designed to strengthen mental health literacy and behaviour change.</li> <li>Knowledge of the determinants of mental health in infants and children</li> <li>Knowledge of national guidelines and plans of relevance to the mental health of infants, children, adolescents and their families.</li> </ul>
DESIRABLE CHARACTERISTICS	

<b>Educational Vocational Qualifications</b>	<ul style="list-style-type: none"> <li>A post-graduate qualification in health promotion, mental health, primary health care or another relevant area.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>In the provision of health or welfare workforce development strategies in relation to infants, children, adolescents and families.</li> <li>In working with culturally and linguistically diverse communities.</li> <li>In the preparation of articles for publication in refereed professional journals.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the infant, child, adolescent health and well-being policy, frameworks and sectors in Australia and how they operate.</li> </ul>

## APPROVALS

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

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**Signature:**

**Date:**

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## ROLE ACCEPTANCE

### Incumbent Acceptance

I have read and understand the responsibilities associated with the role and organisational context as described within this document.

**Name:**

**Date:**

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**Signature:**

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