

ROLE DESCRIPTION

Role Title:	Health Promotion Officer
Role reports to:	Manager, Families & Education
Role Created/ Reviewed Date:	June 2021
Criminal History Clearance Requirements:	<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 strives to build and nurture a culture where inclusiveness is a reflex, not an initiative. Different ideas, perspectives and backgrounds create a stronger and more creative work environment.

Emerging Minds leads the delivery of The National Workforce Centre for Child Mental Health, funded by the Australian Government. This initiative:

- develops innovative information and workforce development resources for clinical and non-clinical professionals to improve the mental health of infants and children.
- supports the development of knowledge, skills and practice for professionals working with children who would benefit from early intervention, including those who experience trauma; and
- supports 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:

Reporting to the Manager, Families & Education, the Health Promotion Officer is responsible for the facilitation and co-ordination of a specific range of child mental health promotion activities.

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:

- Nil

Key Relationships/ Interactions:

Internal

- Reports to the Manager, Families & Education.
- Project Lead - Digital Health.
- Emerging Minds Communications Team.
- All employees of Emerging Minds.

External

- National and State based existing and potential partners and major stakeholders, who can strengthen Emerging Mind's ability to achieve their purpose.
- Key partners, organisations and media stakeholders who promote Child Mental Health.
- Children and parents/guardians.

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.
- Initiating and managing the development of a national database of quality health information and practice resources for professionals supporting infant, child and family mental health.
- Fostering and promoting the professional and public profile of Emerging Minds, working closely with the communications team.
- Producing high quality written resources and digital content, ensuring consistent messaging and integration across all Emerging Minds activities.

Delegations:

- Nil

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 may be required (subject to COVID-19 restrictions). 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.
- Provision of a current National Police Certificate, to be renewed every three years thereafter from the date of issue.
- A Child Safe Environment Certificate must be maintained in accordance with the Emerging Minds policy.
- A minimum current South Australian 'Class C' (or interstate equivalent) driver's license is essential. The employee must be willing to drive throughout the course of their duties.
- This position is subject to a 6-month probationary period.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Project Management	<ul style="list-style-type: none"> • Provide collaborative support to implement aims, objectives and Key Performance Indicators (KPIs) for the National Workforce Centre for Child Mental Health at state and regional levels. • Apply health promotion project management methodologies to ensure development and delivery of quality health information and practice resources.
Workforce Development	<ul style="list-style-type: none"> • 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. • Collaborate 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. • Analyse and synthesise key data and evidence to inform health promotion resources and databases. • Contribute to the evidence base relating to strategies to support mental health literacy and behavior change by: <ul style="list-style-type: none"> ○ Collaborating with evaluation leads to measure and monitor the impact of health promotion strategies and resources.



	<ul style="list-style-type: none"> ○ supporting the preparation of publications/presentations for range of audiences; and ○ liaising and collaborating with key groups both in Australia and overseas to enhance the evidence base in relation to health promotion and health literacy. • Present at public forums on practices and strategies to support health literacy and behaviour change using a health promotion approach.
Co-design	<ul style="list-style-type: none"> • Apply health promotion participatory strategies in the development and implementation of health information, practice resources and digital content for Emerging Minds. • Identify and build relationships with key stakeholders and promoting collaborative partnerships to enhance existing activities and development of new initiatives.
Continuous Improvement	<ul style="list-style-type: none"> • Support the installation of a proactive approach and culture of continuously reviewing and improving resource planning, policies, services and programs across Emerging Minds. • Ensure the quality of services are continually evaluated and improved through developing a culture of risk awareness and responsiveness. • Ensure evolving principles and practices are included to facilitate continuous improvement and position Emerging Minds as a leading Australian and International workforce development organisation.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS	
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in health education, health promotion or other relevant tertiary qualification and/or substantive proven experience in health education or health promotion.
Experience	<ul style="list-style-type: none"> • Demonstrated knowledge and understanding of health promotion principles and contemporary health promotion practice. • Excellent written and verbal communication skills, including experience developing mental health literacy resources to diverse audiences. • Demonstrated capacity to work in a multi-disciplinary health context with a wide range of stakeholders
Communication Skills and Interpersonal skills	<ul style="list-style-type: none"> • Proven ability to write for a range of audiences with a particular emphasis on detail, accuracy, and plain English, and to apply highly developed liaison, negotiation and verbal communication skills. • Demonstrated interpersonal and stakeholder engagement skills including the ability to communicate with diverse groups of people within public, private and non- government sectors.
Knowledge	<ul style="list-style-type: none"> • Demonstrated understanding of mental illness prevention, mental health promotion, early intervention, and treatment as it relates to infants, children, adolescence and families. • Demonstrated understanding of the impact of adult problems on parenting and the mental health outcomes for infants and children (0-12 years). • Demonstrated understanding of the intergenerational impact of colonisation and trauma, in particular, on Aboriginal and Torres Strait Islander peoples social and emotional wellbeing.

Organisational Skills	<ul style="list-style-type: none"> • Demonstrated experience in accomplishing the objectives of complex project/s utilising high levels of initiative. • Proven ability to determine priorities, meet tight deadlines, and produce a high standard of work under pressure.
DESIRABLE CHARACTERISTICS	
Qualifications	<ul style="list-style-type: none"> • Post-graduate qualifications in health promotion, communications.
Experience	<ul style="list-style-type: none"> • Experience in the development and evaluation of quality information resources for parents, children and young people. • Experience in the development and delivery of digital health programs and resources.

Approvals

Role Description Approval

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

Name: Philip Robinson

Role Title: Chair, Board of Directors

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Signature:

Date: 23 / 06 / 2021



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Role Acceptance

Incumbent Acceptance

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

Name:

Signature:

Date: