



# Health Promotion Lead – (Prevention screening and early detection)

<b>Title:</b> Health Promotion Lead – (Prevention, screening and early detection)	<b>Reporting To:</b> Manager Health Promotion Initiatives
<b>Business Unit:</b> Statewide - Health Promotion	<b>Classification Level:</b> Grade 5

## Position Purpose:

As part of the Health Promotion team, this role is responsible for increasing the prevention, screening and early detection of oral cancer in order to reduce the impact of the disease in Victorians at risk. The Health Promotion Lead will facilitate the development and implementation of training programs for health professionals in oral cancer screening and early detection. You will engage with a number of external partners including General Practice, Primary Health Networks, Aboriginal Community Controlled Health Organisations, public and private dental services to improve their capacity for oral health promotion in Victoria.

The DHSV Health Promotion team works in partnership with Government, dental and non-dental organisations, professional and community groups to achieve sustainable oral health outcomes. This will be achieved through the screening and early detection of oral cancer.

## Role Specific

- Using project management methodology, manage programs including the development, implementation, monitoring and evaluation of detailed project plans.
- Develop and manage partnerships with a number of internal and external stakeholders to embed oral health promotion into the daily role of dental and other health professionals who work with vulnerable groups at risk of oral disease.
- Work closely with DHSV's Health Promotion, Clinical Education and Training and Agency Relationship Teams to build and maintain strong relationships with stakeholders across the organisation, health sector, dental agencies and communities.
- Prepare reports for DHSV and the Department of Health and Human Services (DHHS)
- Build oral health literacy by ensuring that information developed and disseminated by internal and external partners is consumer led, consistent, evidence-based and accessible
- Develop training packages and materials for other health professionals.
- Coordinate meetings and provide associated secretariat support.
- Review existing data capability and ensure systems in place to measure outcomes.

## Generic:

- Provide effective leadership, management and talent acquisition, succession planning and talent development within the team. This includes coaching and partnering with direct reports to build and implement myDevelopment initiatives regarding development plans and conducting performance feedback discussions



- Participate in all induction activities including completing all compliance eLearning across the 1st 90 days.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks.

#### Role requirements:

<p><b>Knowledge:</b></p> <p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in health sciences, health promotion, public health, health or social sciences or related discipline essential</li> <li>• Proficiency in MS Office suite of programs</li> <li>• Excellent understanding of project management</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Post-graduate qualifications relevant to health promotion or public health</li> <li>• Knowledge of oral cancer</li> <li>• Knowledge of DHSV and public oral health</li> <li>• Knowledge of smoking cessation, cancer screening or other public health initiatives</li> </ul>	<p><b>Experience:</b></p> <p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Experience in the development, implementation and evaluation of health promotion programs and projects</li> <li>• Experience in the development, implementation, monitoring, evaluation and reviewing of training, resources and programs.</li> <li>• Verbal and written communication skills and the ability to liaise effectively with stakeholders</li> <li>• Project management experience</li> <li>• Experience in relationship building and collaborating with stakeholder groups</li> <li>• Experience in gathering and interpreting information from a range of sources and a track record in problem resolution</li> <li>• Experience in working well under pressure and with minimal supervision &amp; coordinating multiple tasks</li> <li>• Experience in working with a variety of tasks in an administrative environment</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in working in the health sector or in a not for profit environment</li> </ul>
<p><b>Behavioural competencies:</b></p> <ul style="list-style-type: none"> <li>• Gaining Commitment</li> <li>• Customer Focus</li> <li>• Building Trust</li> <li>• Decision Making</li> <li>• Planning and Organising</li> <li>• Collaboration</li> <li>• Aligning Performance for Success</li> <li>• Continuous Improvement</li> <li>• Coaching</li> <li>• Quality Orientation</li> </ul>	<p><b>KPIs :</b></p> <ul style="list-style-type: none"> <li>• Provide advice, in agreed time frames, to contribute to the leadership role of DHSV.</li> <li>• Detailed project plans developed, with appropriate consultation and agreed milestones and deliverables.</li> <li>• Program implemented in a systematic and timely way, meeting all project milestones and deliverables.</li> <li>• Quality, quantity and productivity of partnerships, including timely completion of agreed deliverables.</li> <li>• All project reporting compliant, accurate and delivered in a timely manner.</li> <li>• All financial requirements met within agreed timeframes.</li> </ul>

