



Health Promotion Officer – Health Promotion Unit

Title: Health Promotion Officer	Reporting To: Health Promotion Lead – Healthy Families Healthy Smiles
Business Unit: Statewide Health Promotion	Classification Level: HS Grade 4

Position Purpose:

The Statewide Health Promotion team at Dental Health Services Victoria (DHSV) works collaboratively with other sectors to build the capacity of professionals and organisations to promote oral health, particularly in the early childhood, disability and health sectors.

As part of the Health Promotion team, the successful candidate will work within Healthy Families, Healthy Smiles (HFHS). This program aims to improve the oral health of Victorian pregnant women and children aged 0-3 years through capacity building of health and early childhood professionals. As a fulltime Health Promotion Officer, you will work towards the development, delivery and evaluation of a range of oral health promotion initiatives, for Victorian population groups with high risk of poor oral health outcomes.

Role Accountabilities:

Role Specific

- Actively support the planning, design, implementation and evaluation of the HFHS initiatives
- Application of strong project management strategies including achievement of agreed deliverables in a timely and effective manner.
- Development and management of collaborative partnerships with a wide variety of program and project specific stakeholders in order to embed oral health into the everyday practice of health, early childhood and education professionals.
- Advocate for oral health promotion to be embedded in everyday practice of early childhood and health professional and their service settings.
- Build oral health literacy by ensuring that information developed and disseminated by internal and external partners is consistent, evidence-based and accessible.
- Maintain the strengths of existing partnerships and develop new relationships to build the profile of DHSV statewide oral health promotion.
- Manage and/or support additional health promotion activities and projects as directed.

Generic:

- 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
- Participate in myDevelopment ensuring goals are signed off and reviewed
- Model behaviours that demonstrate the Victorian Public Sector and DHSV values in all aspects of





work

Role requirements:

<p>Knowledge:</p> <p>Mandatory</p> <ul style="list-style-type: none">• Tertiary qualifications in health promotion, health sciences, public health or a related field• Proficiency with MS Office• Demonstrable understanding of project management• Current Victorian's Driver's license and ability to drive a car <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of DHSV and public oral health• Knowledge of Early Childhood Sector	<p>Experiences:</p> <p>Mandatory</p> <ul style="list-style-type: none">• Experience in the development, implementation and evaluation of health programs and projects• Experience in the development, implementation, evaluation and reviewing of education and training packages, programs and resources• Excellent verbal and written communication skills and the ability to liaise effectively with stakeholders <p>Desirable</p> <ul style="list-style-type: none">• Experience in working in a capacity building role• Experience working with Aboriginal and Culturally and Linguistically Diverse communities
<p>Behavioural competencies:</p> <ul style="list-style-type: none">• Gaining Commitment• Customer Focus• Building Trust• Decision Making• Planning and Organising• Collaboration• Aligning Performance for Success• Continuous Improvement• Coaching• Quality Orientation	<p>Personal Attributes:</p> <ul style="list-style-type: none">• Leading with humility• Passion for results• Drive and energy• Highly organised• Attention to detail• Self-starter• Courage• Emotional and social intelligence

