Position Description

Position Title	Prevention & Population Health Officer - PPH
Position Number	Mallee 30009041
Division	Office of the CEO
Department	Loddon Mallee Public Health Unit
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Allied Health Professionals Community Development Worker Class2B Y1-7
Classification Code	XX7 – ON15
Reports to	Prevention Population Health Manager – Mallee or Loddon Campaspe
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: Bendigo Health Website - About Bendigo Health

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Public Health Unit Department

The Loddon-Mallee Public Health Unit (LMPHU) works to keep our regional community healthy, safe and well. We use local knowledge, community-based relationships and direct engagement to effectively tailor and deliver public health initiatives and respond to incidents and issues within the Loddon-Mallee region.

First established in 2020 to manage local cases and outbreaks of COVID-19, LMPHU now has a wider range of responsibility for the prevention and control of communicable and non-communicable diseases and health threats. LMPHU works in partnership with primary, acute and community health services, state government agencies, local governments and local communities to promote health and wellbeing, and tackle inequalities in health, for all those living in the Loddon-Mallee region.

The LMPHU does not provide urgent medical care or treatment advice.

The Position

The Prevention & Population Health Officer collaborates with internal and external stakeholders to improve health and wellbeing outcomes and tackle inequalities in health at a local place-based and sub-regional level.

Responsibilities and Accountabilities

Under the supervision of the manager, this role provides operational leadership to sub-regional and local area priority focussed networks and partnerships in planning, stakeholder engagement, workforce capacity building and other activities improving prevention and population health outcomes. The Prevention & Population Health Officer also initiates community engagement and communication activities at a sub-regional and community level.

Key Responsibilities

- Coordinate and support prevention and population health planning, policy and implementation in the sub-region and local areas, including;
    a. Research and analysis of community needs issues and problems using a community development approach
    b. lead the planning and implementation of priority portfolio action plans based on the Loddon Mallee Population Health Plan and subsequent sub-region implementation workplans within the catchment area/sub-region
    c. support Municipal Public Health and Wellbeing Plans (MPHWP), Community Health – Health Promotion plans (CH-HP), assisting other local services to collaboratively plan and co-ordinate activity, policy and other aligned initiatives and strategies relevant to the local area.
- Undertake consultation, collaboration, planning, progress monitoring, evaluation, reporting, budgeting and risk management activities to ensure projects and priorities are completed within scope and budget, reporting and escalating risks as required.
- Work proactively to cultivate and maintain successful collaborative relationships with other staff and external stakeholders, including convening priority focussed networks

- Work with key stakeholders to co-design and develop community education and supporting resources
- Apply principals of health equity, self-determination and cultural safety in day-to-day work and engagement with agencies and community members, promoting prevention and population health approaches to tackling inequalities in health.
- Facilitate workforce development and quality improvement activities with key stakeholder organisations where required.
- Ensure reporting and accountability requirements are met.
- Other duties within scope of role and skills as required.

Key Selection Criteria

Essential

1. 1. A relevant tertiary qualification in health promotion, public health, health science, community development or related fields or equivalent experience
2. Demonstrated skills and experience in needs analysis and planning, project management, monitoring, evaluation and reporting to funders and key stakeholders.
3. Demonstrated ability to develop and maintain productive and effective stakeholder partnerships, influencing others to achieve work priorities.
4. Demonstrated understanding of community engagement, including engaging and partnering with the community to design and deliver programs, events and initiatives.
5. Experience working with agencies, communities or individuals from diverse, disadvantaged and/or regional/rural backgrounds
6. Excellent written and verbal communication skills including experience in preparing professional level communications for a wide range of audiences and project reports.
7. Ability to work effectively both in a team and on own initiative.
8. Proven ability with common Microsoft software packages and administrative skills.

Desirable

9. Knowledge of regional and rural health and community support services and systems

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.

- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.