

# Position Description

Position Title	Prevention & Population Health Officer - PPH
Position Number	30009041
Division	Community and Public Health Services
Department	Public Health Unit
Enterprise Agreement	<ul style="list-style-type: none"> <li>Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025</li> <li>Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2021</li> </ul>
Classification Description	Allied Health Professional Gr 2 Y1-4 or Allied Services Managers & Administration HS4 or equivalent
Classification Code	HS4
Reports to	Prevention & Population Health Manager Mallee
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women’s health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria’s fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The Loddon Mallee Health Network

Hospitals and health services across the Loddon Mallee (which includes Bendigo Health) have agreed to strengthen and formalise their existing collaboration as a partnership of their Chief Executive Officers (CEOs).

They acknowledge that the increasing compliance burdens and shared issues of attracting their future workforce, combined with the rising costs of delivering services are better addressed together. The region has a commitment to furthering the quality and safety of health care provision.

As such the driving force for the creation of the Loddon Mallee Health Network (LMHN) was to ensure a great person-centred care experience across the entire region, a first of its kind in the state of Victoria.

The LMHN is governed by a Board of CEO's of public hospitals from the Loddon Mallee region. The LMHN respects the sovereignty of local governance of each hospital and health service Boards of Management. The strategic focus of the LMHN Regional Plan was developed in conjunction with Board Chairperson input and endorsement. Individual Boards of Management have openly acknowledged that operating strategically and collaboratively across the region strengthens the future offering and viability of health care services to our communities.

## The Community and Public Health Services Division

The Community and Public Health Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other Divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our Division.

The Division provides support for the Public Health Unit, Community Services, Aged Care Residential Services, Infection Prevention & Control and Public Private Partnership (PPP) and has key roles in public health, inclusive of health promotion and prevention, vaccination/testing clinics, infection control practices, NBH maintenance, carer support and community nursing.

In addition, the Community and Public Health Services Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the Division is focused on supporting our nursing workforce to feel valued and empowered. Our aspiration for nurses and midwives at Bendigo Health is to live our organisational values of caring, passionate and trustworthy.

## 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 coordinate, deliver and evaluate projects improving health and wellbeing outcomes and tackling inequalities in health at a sub-regional level.

This role provides operational support to sub-regional and local area planning, stakeholder engagement, workforce capacity building and other activities improving prevention and population health outcomes. The Prevention & Population Health Officer also supports workforce development, community engagement and communication activities at a sub-regional and community level.

## Responsibilities and Accountabilities

### Key Responsibilities

- Support and co-ordinate prevention and population health planning, policy and implementation in the sub-region and local areas, including support for Municipal Public Health and Wellbeing Plans (MPHWP), assisting other local services to collaboratively plan and co-ordinate activity, 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.
- 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 prevention and population health planning, workforce development and quality improvement activities in key stakeholder organisations where required.
- Ensure reporting and accountability requirements are met.
- Other duties within scope of role and skills as required.

### Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. A relevant tertiary qualification in health promotion, public health, health science, community development or related fields.
2. Demonstrated skills and experience in project management and reporting.
3. Demonstrated ability to develop and maintain productive and effective professional relationships, influencing others to achieve work priorities.
4. Excellent written and verbal communication skills including experience in preparing professional level communications for a wide range of audiences and project reports.

5. Ability to work effectively both in a team and on own initiative.
6. Proven ability with common Microsoft software packages and administrative skills.

## Desirable

7. Qualifications in project management.
8. Experience in communications, marketing and/or community engagement.
9. Knowledge of regional and rural health and community support services and systems.
10. Experience working with agencies, communities or individuals from diverse, disadvantaged and/or regional/rural backgrounds.

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Drivers Licence** A current Victorian driver's licence is required for this position.

*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.*