

Position Description

Health Promotion and Prevention Officer (Grade 2)

Classification:	AHP1, Grade 2
Business unit/department:	North Easter Public health unit (NEPHU)
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
	Choose an item.
	Choose an item.
Employment type:	Fixed-Term Full-Time
Hours per week:	38 hours (or 40 hours with ADO)
Reports to:	Population Health Team Lead
Direct reports:	0
Financial management:	Budget: 0
Date:	August 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

Reporting to the Population Health Team Lead, the Health Promotion and Prevention Officer (Grade 2) will take a leading role in the planning, implementation and evaluation of priority health promotion, prevention and early intervention strategies and projects aimed at improving the health and wellbeing of the population living in the Northeast of Melbourne.

The role works at a regional level and in collaboration with Victorian health agencies and services, local government, community organisations, other Local Public Health Units and relevant NEPHU program areas, applying an evidence-based, collaborative and innovative approach with a focus on delivering positive health and wellbeing outcomes to the community.

Underpinned by priority areas in the Victorian Health and Wellbeing Plan. The position will lead or support activities across a variety of health promotion and prevention competency areas including, population health planning and analysis, program design and evaluation, community and sector

engagement, capacity development and reporting.

About the North Eastern Public Health Unit (NEPHU)

The NEPHU is one of nine public health units in Victoria: three in metropolitan Melbourne and six covering regional Victoria. Together these units form a coordinated network, working in partnership with the Department of Health to deliver a comprehensive public health program for Victoria.

The NEPHU is hosted and supported by Austin Health with responsibility spanning approximately 1.81m people living in the northeast of metropolitan Melbourne. We work collaboratively to improve the health and wellbeing of the NEPHU population through health promotion, prevention and protection activity. We do this through evidence informed population and place-based responses to current and emerging health needs and emergencies. In this way we contribute to a vision of active connected and safe communities for all - with healthy places, healthy people and a healthier tomorrow.

The NEPHU is proud of its diverse multidisciplinary team who provide a service across extended hours seven days per week. Participation in a 7-day roster during periods of public health emergency may be required of all staff.

Position responsibilities

- Support and contribute to the development, implementation and evaluation of key health promotion and prevention strategic planning documents, including; strategies, policies, frameworks, procedures and guidelines
- Plan, implement and evaluate research and consultation activities and use data to support evidence informed decision making
- Plan, deliver and evaluate collaborative health promotion and prevention initiatives at the NEPHU catchment level ensuring robust project methodology is applied throughout the project lifecycle and benefits are sustained and integrated into practice
- Contribute expert advice and input into NEPHU and partner organisation development of health and wellbeing and related plans or activities
- Develop and maintain strong working relationships, networks and partnerships across health services, state and local government and the health and social services sectors, including non-government and community organisations to support and inform activity that meets community needs
- Leverage partnerships and align effort to drive collective impact and collaboration for systems change
- Develop and deliver clear, purposeful and targeted information, resources and materials to support activity across a range of health promotion areas
- Support and guide Health Promotion and Prevention Officers as required
- Keep accurate and complete records of work activities in accordance with legislative requirements and local (NEPHU and Austin Health) records, information security and privacy policies and requirements
- Support effective risk management in alignment with established processes
- Participate in emergency management activities as required

Selection criteria



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Essential Knowledge and skills:

- Tertiary Qualifications in Public Health, Health Promotion or a similar related field
- Demonstrated experience in health promotion, primary prevention and / or population health sectors
- Good working understanding of the health and/or social services sectors in Victoria and knowledge of the population health, health promotion, prevention and early intervention landscape
- Understanding of the social determinants of health, public health frameworks, plans and policies, and demonstrated ability to operationalise these into practice
- Excellent and demonstrated stakeholder engagement skills
- Experience in the application of contemporary frameworks and approaches to project and program management
- Proven ability to develop, manage and deliver projects at all stages from conceptualisation through to design, implementation, evaluation, dissemination of outcomes and integration into changed or improved practice
- Strong interpersonal and verbal and written communication skills, including ability to negotiate, influence, facilitate and problem solve
- Demonstrated consultative and collaborative approach and a proven ability to build productive working relationships with a range of stakeholders and work as part of a team to influence outcomes
- Proven ability to manage competing demands with excellent organisational and time management skills
- Ability to use discretion, maintain confidentiality, and practice ethical conduct
- High degree of information technology literacy

Desirable but not essential:

- Experience in or knowledge of co-design, system design and/or human-centered design practices
- IAP2 certification

Professional qualifications and registration requirements

- Tertiary Qualifications in Public Health, Health Promotion or a similar related field

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.



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- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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