

Position Description

Public Health Engagement Officer (Grade 1)

Classification:	AHP1
Business unit/department:	North Eastern Public Health Unit (NEPHU)
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (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 or Part-Time
Hours per week:	Up to 38 hours (or 40 hours with ADO)
Reports to:	Public Health Engagement Lead
Direct reports:	0
Financial management:	Budget: 0
Date:	January 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

The grade one Public Health Engagement Officer will contribute to the design, delivery and evaluation of place-based engagement and community capacity building initiatives that support effective public health interventions and outcomes within the NEPHU catchment. Working collaboratively with stakeholders and community, you will support and foster the development of the pathways, relationships and frameworks required to successfully deliver initiatives aligned with the NEPHU strategic plan across a population with significant cultural, language, health literacy and socioeconomic diversity.

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

- Contribute to the development, implementation and evaluation of the NEPHU engagement strategy and frameworks, in collaboration with the Public Health Engagement Lead
- Contribute to the development, delivery and evaluation of engagement activities aligned to the strategic plans, ensuring activity is data-led and stakeholder-informed
- Participate in the design, facilitation, and delivery of targeted virtual, online and face to face engagement and capacity development activities and events with key community and stakeholder groups that deliver expected outcomes
- Contribute to the development, implementation and management the NEPHU stakeholder database, and any future systems implemented for this purpose
- Build strong, collaborative and mutually beneficial relationships with internal and external stakeholders including government, sector and community groups as well as senior NEPHU staff and relevant NEPHU program areas
- Contribute to community and stakeholder insights through relationships, knowledge sharing, community listening and other activities and data sources, to identify priority issues and inequities and formulate relevant responses
- Facilitate codesign and collaboration opportunities with stakeholders and community to maximise innovation and impact
- Contribute to the development and delivery of communications, both formal and informal, to drive awareness, build trust, deliver culturally appropriate information, and support social mobilisation to create change and improve health outcomes
- Contribute to the development of methods and materials that underpin engagement and capacity development activity
- Contribute to and embrace innovative processes and new ways of working that advance the effectiveness of the engagement team, wider branch, and/or whole of NEPHU
- Collaborate on the development of project and activity reports and evaluations, success story case studies and the collection, preparation and reporting of data for internal and external audiences
- Keep accurate and complete records of your work activities in accordance with legislative requirements and local (NEPHU and Austin Health) records, information security and privacy policies and requirements
- Respond as directed to emerging issues and emergencies under the direction of relevant staff and managers to ensure a timely and effective service in response to ad hoc requests



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- Provide flexible and integrated engagement support, including support to other NEPHU functions, projects or external partners, as required

Selection criteria

Essential Knowledge and skills:

- A tertiary qualification in health, public health, engagement, communications or other related fields, or equivalent relevant experience
- Experience building, developing and managing relationships with a broad range of stakeholders, including stakeholder and community groups
- Strong communication and presentation skills with experience leading co-design processes with diverse teams, groups or coalitions
- Experience in group facilitation, with the ability to manage the dynamics of diverse stakeholder groups and engage community members
- Experience in public health promotion, prevention and/or protection activities
- Demonstrated experience working with diverse communities, including people living with disability, multicultural, migrant and refugee, LGBTQIA+ and Aboriginal & Torres Strait Islander people and communities
- Analytical, project management and report writing skills
- Strong organisational skills, attention to detail and proven ability record in managing tight deadlines and competing priorities
- Flexibility and ability to operate under pressure, proposing and implementing workable solutions to problems, evaluating effectiveness and adjusting actions as required
- Current Australian Driver's License
- Current Working with Children Check

Desirable but not essential:

- Experience and understanding of the Victorian Health System
- Experience working with diverse communities, including people living with disability, multicultural, refugee & migrant, LGBTQIA+ and Aboriginal & Torres Strait Islander people and communities
- IAP2 training and membership

Professional qualifications and registration requirements

- A tertiary qualification in health, public health, engagement, communications or other related fields, or equivalent relevant experience



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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.
- 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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