

Position Description

Position Title	Prevention & Population Health Officer - PPH
Position Number	30009041
Division	Aged Care, Public Health, Aboriginal and Diversity Services
Department	Prevention & Population Health
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 4
Classification Code	HS4
Reports to	Manager - Mallee
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> National Police Record Check 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

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

The Position

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 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.

Responsibilities and Accountabilities

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.

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.

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

1. Qualifications in project management.

2. Experience in communications, marketing and/or community engagement.
3. Knowledge of regional and rural health and community support services and systems.
4. Experience working with agencies, communities or individuals from diverse, disadvantaged and/or regional/rural backgrounds.

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.
- 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.