

FARE Position Description

Promotion

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| Job Title: | Senior Health Promotion Advisor | Location: | Canberra |
| Team: | Health Programs | Position Type: | Full-time |
| Award: | Social, Community, Home Care and Disability Services Industry Award 2010 | Level: | 4 |
| Reports to: | Projects and Partnerships Director | | |

Primary Job Purpose

The Senior Health Promotion Advisor is responsible for working across teams to develop and implement health promotion and behavior change strategies, content and activities to support the objectives of FARE's Health Promotion programs and projects.

Responsibilities

- Play an active role in the development, implementation and evaluation of FARE's health promotion and behavior change strategies and activities.
- Support the Health Programs Director in the planning, procurement and project management of FARE's Health Promotion programs.
- Develop health promotion and behavior change content and products for use across media, print and digital (such as marketing materials, briefs, speeches, resource packs, websites, social media, video content, and presentations).
- Support the Communications and Marketing team to assist in maintaining FARE's digital communication channels (website, blogs, email, social), including supporting responding to comments and enquiries.
- Assist in periodic evaluation, analysis and reporting on campaign and project outcomes, as well as financial reporting.
- Manage relationships with internal stakeholders to ensure staff teams are engaged, consulted and informed in a timely manner.
- Manage relationships with external stakeholders, as required, including working with key stakeholders, partner organisations, consultants, contractors, and agencies.
- Provide high-level health promotion support and advice to the CEO and leadership team, as required.
- Perform other duties as directed by the CEO and/or Projects and Partnerships Director.
- Apply the principles and practices of FARE and adhere to the company's Values and Code of Conduct.
- Adhere to all the requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general.

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| People Management | The position has no direct line management responsibilities. |
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| Budget Management | The position has no direct budgetary responsibilities. |
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Capabilities

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| Qualifications/ Experience | <p>Essential:</p> <ul style="list-style-type: none"> • At least 5 years' experience in a health promotion, health policy, public health, or stakeholder management role. • Demonstrated experience and skills in developing and implementing health promotion and/or behavior change programs and campaigns. <p>Desirable:</p> |
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| | <ul style="list-style-type: none"> • Relevant tertiary education qualifications in health promotion, public health, health policy or related field. • Experience or involvement with health promotion and/or behavior change campaigns. • Experience working with Aboriginal and Torres Strait Islander peoples and Aboriginal community-controlled health organisations. | | |
| Knowledge/skills | <ul style="list-style-type: none"> • Demonstrated high-level communication skills that are adaptable to the priorities of the organisation (health promotion, public policy, campaign and organisational communications). • Demonstrated understanding of health promotion theory and practice, with the ability to apply these in a range of settings and issue areas. • Ability to undertake quantitative and qualitative data analysis, and summarising this data in high-quality written reports. • Strong organisational and stakeholder management skills, including demonstrated ability to work with others across the organisation and at all levels. • Demonstrated project, campaign or program implementation skills and experience. • Sound financial management skills, including experience managing project budgets. • Advanced computer skills, including Microsoft Office products. • Ability to exercise sound judgment and initiative. | | |
| Personal Attributes | <ul style="list-style-type: none"> • Ability to work to deadline, manage competing priorities and lead project areas. • Ability to work in a fast-paced environment, while being flexible and open to change • Can work autonomously and as part of a team, including supporting colleagues in their responsibilities. • Commitment to continuing professional and personal development. • Ability to build strong relationships including quickly establishing rapport with internal and external stakeholders. • Passion for contributing to a values-based, high performing and effective team environment. | | |
| Reviewed By: | Ayla Chorley | Date: | 9/05/2024 |
| Approved By: | Caterina Giorgi | Date: | 10/05/2024 |
| Last Updated By: | | Date/Time: | |