

# Health Projects and Partnerships Officer



<b>Job Title</b>	<i>Health Projects and Partnerships Officer</i>
<b>Award</b>	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>
<b>Classification</b>	<i>Classification 5.1</i>
<b>Position Number</b>	<i>PD##</i>

## Primary purpose of the role

To deliver, implement and evaluate evidence-based health promotion projects and mission aligned activities of Asthma Australia.

## Key accountabilities

- Supporting the Health Projects and Partnerships Manager to deliver the relevant components of the Projects and Partnerships Operational plan within budget and expected project outcomes
- Utilising an evidenced-based approach to planning, delivering and reporting on multiple grants and projects
- Promoting referrals to Asthma Australia's information and training services
- Demonstrating consumer-oriented perspectives and an understanding of person-centred services
- Contributing to a high performance, innovative workplace culture
- Building and maintaining relationships with health professionals, corporate and government partnership groups, and consumers of Asthma Australia's services.

## Key challenges

- Managing time in a dynamic environment which requires constantly re-prioritising
- Maintaining collaborative relationships with stakeholders with competing priorities
- Engaging effectively with primary health care professionals
- Balancing the need to provide highest quality services within fixed budget parameters
- Working as part of a national Project and Partnership team; as well as with interstate colleagues in other teams to
- Ensuring the Projects and Partnership team understands the diverse needs and contexts of the environment in which Asthma Australia is working and delivers the most appropriate programs

## Skills and qualifications

### *Essential*

- Formal qualifications in health, health promotion, public health or related field
- At least two years' experience in implementing health promotion, behaviour change or community development activities
- Highly developed project planning and implementation skills

- An understanding of the patient experience in living with chronic disease
- A strong understanding of the social determinants of health and the complex influences of life circumstance on health
- Experience in the use of data to inform project development
- Being outcomes focussed and have experience in the use of performance measures to evaluate outcomes
- Experience working with consumers in co-designing appropriate projects to meet identified needs
- An understanding of the primary care sector and the relationship with the acute care sector
- Strong interpersonal communication skills which facilitate effective stakeholder relationships
- Demonstrated ability to use initiative and be creative
- Proficient in the Microsoft office suite of applications
- Current driver/s licence and willingness to travel for short periods of time (intra and interstate)

### *Desirable*

- Experience working with vulnerable and disadvantaged communities
- Understanding of systems thinking and or systems reform
- Experience working with rural, remote and regional projects
- Understanding of asthma and multiple chronic disease management issues in primary care

## Key relationships

Who	Why
<b>Internal</b>	
Health Projects and Partnerships Manager	Reports to this role Provide updates, information on program issues and makes recommendations
Projects and Partnership Team	Collaborate to achieve team goals
Education and Training Team	To contribute to joint project activities
Consumer Support Services Team	To contribute to joint project activities
Research Policy and Advocacy Team	To obtain data and research to inform program implementation and develop program evaluation
Marketing and Communications Team	To assist in the implementation of contracted services
<b>External</b>	
Health sector professionals and organisations	Develop and maintain relationships relevant to project and program implementation and for referral generation
NGOs and peak bodies	Develop and maintain relationships
Consumers of Asthma Australia's services	Listen to, work with and support as appropriate and to co-produce projects

## Capabilities for the role

Capability
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Stakeholder Engagement	<i>Strong ability to identify and build relationships with stakeholders</i>
Value Diversity	<i>Competent in working with people from a range of backgrounds</i>
Communicate Effectively	<i>Demonstrates excellent interpersonal, team-work and writing skills</i>
Plan and Prioritise	<i>Able to set goals for self, plan and manage work and seek help if needed</i>
Problem Solving	<i>Looks for and implements solutions to complex problems</i>
Project management	<i>Ability to plan, implement and evaluate projects</i>
Resilience and Courage	<i>Maintain a positive work outlook in a changing and complex environment</i>

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