



**Private and Confidential**

Mr Gerard Hayes  
Secretary - HSU  
Health Services Union  
Locked Bag 3  
Australia Square, Sydney NSW 1215

Attn: Tom Stevanja, Deputy Manager, Industrial Division, [tom.stevanja@hsu.asn.au](mailto:tom.stevanja@hsu.asn.au)

**Delivered via email**

**Re: Proposed changes regarding the formation of the new SCHN Health Promotion Unit**

Dear Mr Hayes,

The purpose of this letter is to inform you of proposed changes that are being made to the Kids Health Promotion Unit & Bookshop at The Children's Hospital at Westmead (CHW), and The Health Education Unit at the Sydney Children's Hospital, Randwick (SCH) within The Sydney Children's Hospitals Network (SCHN).

These proposed changes relate to the establishment of a network based SCHN Health Promotion Unit encompassing both CHW and SCH. This network based model will enhance service delivery and improve the effectiveness of measures to improve the health, safety and wellbeing of children and young people.

The Kids Health Promotion Unit & Bookshop department at CHW promotes the health, safety and wellbeing of children and young people through NSW and Australia. This department sits within the Clinical Operation Directorate as part of the Community, Ambulatory, Rehabilitation, Population and Allied Health (CARPA) program.

Historically, SCH has not had a dedicated health promotion unit, with the closest departmental equivalent being the Health Education Unit. This unit sits within the Corporate Services division and has organised professional and continuing medical education seminars and parent information sessions for the local area. The service also runs a number of programs that engage local schools with the Sydney Children's Hospital which have increased the hospital's profile with school communities, including students, teachers and parents.

Currently, the ability to develop, implement and evaluate effective health promotion projects and to effectively advocate for measures to improve the health, safety and wellbeing of children and

young people are limited as the existing team members are over extended within the existing structure.

The proposed changes will strategically and operationally align SCHN's approach to health promotion with wider NSW Health practices. The proposed realignment of all roles under the Health Managers (State) Award and Health Employees Administrative Staff (State) Award will enable the adoption of clearer position criteria and expectations within the SCHN Health Promotion Unit.

Under the proposed changes, some staff may be required to apply for re-classified roles within the new structure. The Consultation Document for the proposed changes is enclosed and outlines further detail.

The staff affected by these changes have been provided with the Consultation Document and the opportunity to provide formal feedback by within two weeks. Please provide any additional feedback to the proposal within **two weeks** from the date of this letter.

If you wish to provide feedback or require further information, please contact Dr Joanne Ging, Executive Director of Clinical Operations [Joanne.Ging@health.nsw.gov.au](mailto:Joanne.Ging@health.nsw.gov.au).

Yours sincerely,



Sam Galluccio  
**Director of People and Culture**  
Date: 19.7.2021

**Enclosed:**

1. *Consultation Document*
2. *Proposed position descriptions*



## **Sydney Children's Hospitals Network (SCHN)**

### **Child Health Promotion Unit**

### **Consultation Document**

*July 2021*

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## Background and Current Status

A proposal to establish a Sydney Children's Hospitals Network (SCHN) Health Promotion Unit was submitted to and approved by the Director of Clinical Operations in 2018. The proposal included a recommendation that the establishment of a new SCHN Health Promotion Unit could be achieved initially by utilising existing resources and bringing together the Kids Health Child Health Promotion Unit (The Children's Hospital at Westmead) and the Health Education Unit (Sydney Children's Hospital).

Kids Health Child Health Promotion Unit and Bookshop is a department at The Children's Hospital at Westmead (CHW) and has been in existence for twenty five years. While it is a CHW department, Kids Health has a role in promoting the health, safety and wellbeing of children and young people throughout New South Wales and nationally. Historically, Sydney Children's Hospital (SCH) has not had a dedicated health promotion unit; however the closest SCH departmental equivalent is the Health Education Unit.

Kids Health sits within the Clinical Operations Directorate as part of the Community, Ambulatory, Rehabilitation, Population and Allied Health (CARPA) program. In recent years, Kids Health Child Health Promotion Unit has taken a network approach to its health promotion and advocacy work. Some examples of activity where a network approach has been taken include:

- The development and review of SCHN branded Fact Sheets
- Leading the implementation of the Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework across the Network
- Representing the Network in external forums
- An annual summer drowning prevention campaign

This approach to health promotion and advocacy activity has been undertaken within the confines of existing resourcing but is not sustainable in the long term. The ability to develop, implement and evaluate effective health promotion projects and to effectively advocate for measures to improve the health, safety and wellbeing of children and young people are limited as the existing team members are over extended.

The Health Education Unit based at Sydney Children's Hospital sits under Corporate Services and historically has organised professional and continuing medical education seminars and parent information sessions for the local area. The service also runs a number of programs that engage local schools with the Sydney Children's Hospital which have increased the hospital's profile with school communities, including students, teachers and parents. These programs include:

- Hospital explorer programs for primary students
- Biology education for senior secondary students
- A school holiday community service program
- Health careers expos for local students

## Future Service Requirements under New Agreements

Forming a new SCHN Health Promotion Unit by bringing together two existing teams will require a number of decisions to be made related to human and financial resourcing and structure to enable effective and efficient functioning.

### Structure

The new SCHN Health Promotion Unit needs to be aligned to a directorate where there is both synergy with and an understanding of the purposes and activity of the unit. The ideal structure would be for health promotion to sit within a dedicated population or preventive health service and report through a Population/Preventive Health Director. Some options for where the SCHN Health Promotion Unit might best align include:

- part of a (new) Population or Preventive Health Directorate within SCHN
- remain part of Clinical Operations as a Health Promotion or Preventive Health unit
- realign to come under Community Relations & Marketing as a Health Promotion or Preventive Health unit

The ideal (and preferred) structure is to be part of a dedicated preventive population health directorate (option 1 above) however it is recognised that this may be out of scope for the SCHN.

Remaining as part of the Clinical Operations Directorate (option 2) or realigning to the Community Relations and Marketing Directorate (option 3) are both feasible options and minimal cost to implement. While there are advantages and disadvantages to both options, in the short term at least, it may be beneficial to remain as part of the Clinical Operations Directorate but established as a separate health promotion / preventive health unit.

The current disparate alignment of Kids Health (Clinical Operations) and the Health Education Unit (Admin & Corporate Services – R) demonstrates the need for a clear determination on the most appropriate and effective alignment for the new SCHN Health Promotion Unit in the long term.

### **Human resourcing**

Kids Health Child Health Promotion Unit and Bookshop has an establishment FTE of 4.58 but current budget allocation for 4.08 FTE. The unit comprises

- 2.08 FTE allocated to health promotion project development, implementation and evaluation
  - plus 0.5 FTE currently not filled
- 1 FTE Department Head/ manager position and
- 1 FTE administrative support managing the bookshop and supporting the health promotion team.

The Health Education Unit consists of 2 FTE, one of which is soft funded partly by the Sydney Children’s Hospitals Foundation and partly self-funded through activities that generate income. This position has operated in this manner for 15 years or more and needs to be made a permanent position.

Bringing the two departments together to form one network health promotion unit will establish the new unit with 6.58 FTE. It is however recommended that a new additional position be created, that of Network Health Promotion Manager, to be responsible for strategic and operational leadership of the new unit across the SCHN and with external stakeholders, thus making an establishment FTE of 7.5 for the new unit.

### **Financial resourcing**

A new General Fund cost centre will be established for the SCHN Health Promotion Unit. Once established, existing General Fund budgets for Kids Health (680445) and the Health Education Unit (under 153070) will need to be redirected to the new cost centre.

Salary and wages costs for the new SCHN Health Promotion Unit should be costed at the top of level for the proposed Awards and grades to allow flexibility. For example, it may be more appropriate at some point to employ a new graduate or less experienced person at Health Manager 1 rather than Health Manager 2.

A review of the entire budget for health promotion is recommended, with line items better reflecting the purpose and activity of the unit.

### **Infrastructure needs**

Infrastructure resourcing is already in existence for both Kids Health Child Health Promotion Unit and Bookshop and the Health Education Unit, so there is minimal additional requirement for office space or access to internal resources such as telephone and IT infrastructure. Maintaining existing office space and IT infrastructure means that there will be staff available at both Westmead and Randwick campuses.

## Case for Proposed Changes to Kids Health Child Health Promotion Unit and the Health Education Unit Organisational Structure

Health Promotion is defined as 'the process by which people are enabled to increase control over, and to improve, their health.'

Health Promotion as both a discipline and a unit can help the Sydney Children's Hospitals Network (SCHN) to achieve its advocacy strategic goals and help children and young people live their healthiest lives possible by working to reduce preventable hospital admissions and minimise harm.

A network approach to health promotion and advocacy makes sense strategically and operationally. Bringing together two teams to make one new SCHN Child Health Promotion Unit and supplementing that nucleus with a dedicated network manager position makes the best use of existing resources, with minimal additional human and financial resources.

## Impact on Kids Health Child Health Promotion Unit and the Health Education Unit Employment Arrangements

The primary impact will be a change of award for some staff members.

Under the proposed changes, several positions are required to be advertised due to the proportion of the increase in salaries. This means that some staff may be required to re-apply for roles within the new structure.

Currently the Health Education Unit (SCH) staff members are covered by the Health Managers (State) Award, while the Kids Health Department Head and Health Promotion officers are covered by the Health Professional and Medical Salaries (State) Award. All health promotion staff in a new SCHN Health Promotion Unit should come under the same Award, requiring a decision about which Award best covers the scope of work.

A desktop comparison against other LHDs in NSW revealed little consistency across the state in relation to the Award covering health promotion staff, although the Health Managers (State) Award appears to be slightly more commonly used than the Public Hospitals (Professional and Associated Staff) (State) Award.

The primary differences between the two Awards are salary rates and how positions are graded. The Health Managers (State) Award has six levels and a set of criteria to help determine the grading based on description of work and skills and attributes expected, whereas the Public Hospitals (Professional and Associated Staff) (State) Award and the Health Professional and Medical Salaries (State) Award for Health Education Officers is by years of service / experience beginning at entry level Year 1 and progressing to Year 9, with an option to seek a regrade up to Year 11. Senior Health Education Officers commence at Year 1 and progress to Year 3 based on years of service or experience.

Our recommendation is to adopt the Health Managers (State) Award to cover health promotion staff and the network manager position in the new SCHN Health Promotion Unit. Adopting the Health Managers (State) Award would eliminate the ambiguity of the optional personal regrades beyond Year 9 for Health Education Officers in the Public Hospitals (Professional and Associated Staff) (State) Award / Health Professionals and Medical Salaries (State) Award and would enable the adoption of the criteria for describing work and the expected skills and attributes.

It is further recommended that the existing Level 3 Administration Officer position currently managing the Kids Health Bookshop and providing support to the Health Promotion team be regraded to Level 4 due to the increased responsibility of operating across the Network.

The recommendations for the optimal structure of a new SCHN Health Promotion Unit will result in a higher employment expense than the combined existing budgets of Kids Health and the Health Education Service.

**Comparison of Award salary rates**

<b>Health Professional and Medical Salaries (State) Award 2021</b>		<b>Health Managers (State) Award 2021</b>		
<b>Health Education Officer - Graduate</b>	Salary (\$)	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
1st year of service	62,465			
2nd year of service	65,464			
3rd year of service	69,532			
4th year of service	73,446	76,677		
5th year of service	77,773			
6th year of service	81,799			
7th year of service	85,223			
8th year of service	88,630			
9th year of service & thereafter	92,479			
*Optional Year 10	97,137		100,786	
*Optional Year 11	101,800	103,135		
<b>Senior Health Education Officer - Graduate</b>				
1st year of service	101,789			
2nd year of service	105,986			
3rd year of service	110,225			117,192
			119,541	133,598

The Health Professional and Medical Salaries (State) Award contains an option for salary increments beyond the ninth year of service up to a maximum of 11 years of service, by application for regrade based on the criteria noted below in italics. Should an applicant be granted a regrade to Year 10, after 12 months of service at this level, they can progress to Year 11.

*\* A Graduate Health Education Officer who:-*

*(i) has completed 12 months service at the salary prescribed on the maximum of the scale (9 years of service); and*

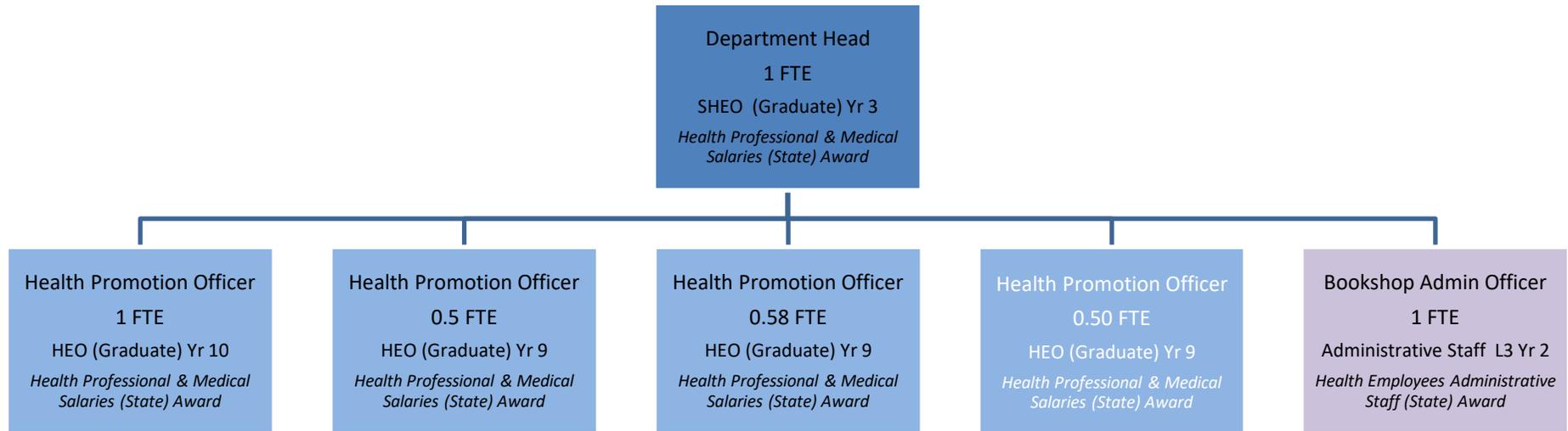
*(ii) has demonstrated to the satisfaction of the employer (or Delegate via Grading Committee) by the work performed and the results achieved, the aptitude, abilities and qualities of mind warranting such payment, may progress to the following rate: (10<sup>th</sup> year)*

*and after 12 months service in receipt of this rate (10<sup>th</sup> year), shall be paid the following rate (11<sup>th</sup> year) subject to approval of the Grading Committee.*

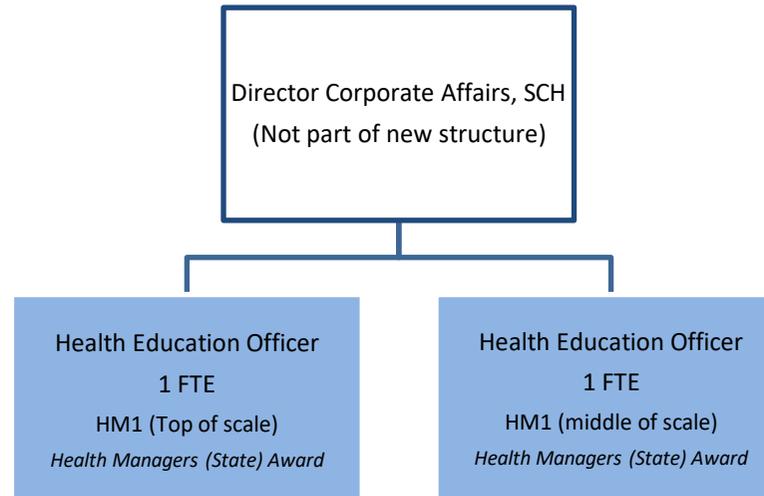
The figures in the table above under the Health Managers State Award 2021 are the bottom and top rates for each grade and do not show all the pay rates within the range. For example, HM2 at the quarter point rate would be \$105,485pa.

Current Structure

Kids Health Child Health Promotion Unit, CHW



Health Education Unit, SCH



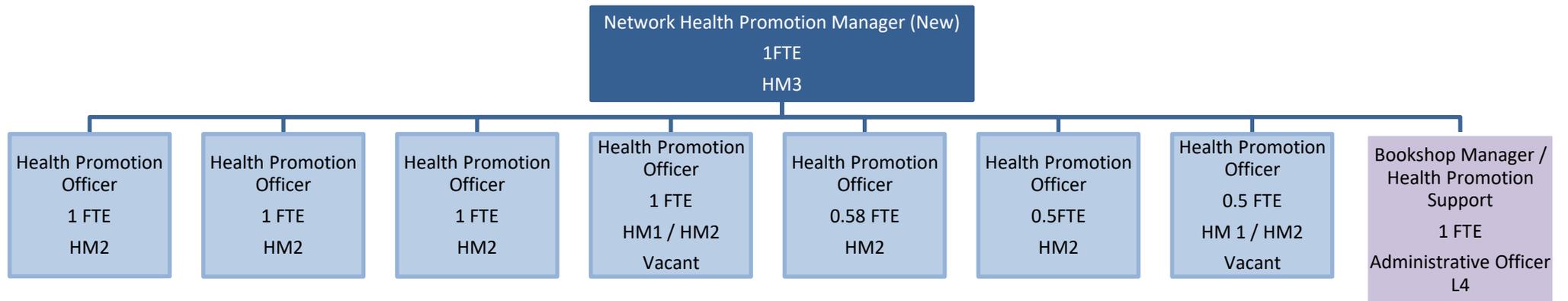
### Affected Positions

Position and incumbent	FTE	Classification	Description
Department Head, Suzanne Wicks	1	SHEO (Graduate)	Change of Award to Health Managers (State) Award.
Health Promotion Officer, Erin Collimore	1	HEO (Graduate)	Change of Award to Health Managers (State) Award
Health Promotion Officer, Dushyanthi Nagaratnam	0.58	HEO (Graduate)	Change of Award to Health Managers (State) Award
Health Promotion Officer, Boshra Awan	0.5	HEO (Graduate)	Change of Award to Health Managers (State) Award
Health Promotion Officer, Vacant	0.5	HEO (Graduate)	Change of Award to Health Managers (State) Award
Bookshop Admin Officer, Esther Dimech	1	Admin L3	Regrade position to Administrative Staff Level 4 due to broader scope of role and greater responsibility
Georgina Papaioannou	1	HM1	Re-alignment from Corporate Services
Vacant	1	HM1	Re-alignment from Corporate Services

### New Proposed Positions

Position	FTE	Classification	Description
Network Health Promotion Manager	1	HM3	Develops strategic directions for Health Promotion and Advocacy activity Manages health promotion strategy and implementation across the SCHN. Develops and maintains internal and external relationships. Represents the SCHN at State, National and International forums as required

## Proposed Structure



*To allow for some flexibility based on experience and qualifications, 2 vacant Health Promotion Officer positions are shown as HM1 / HM2 in the structure above.*

**Comparison of current annual salary and proposed annual salary by position**

<b>Current Position</b>	<b>FTE</b>	<b>Current Award Classification</b>	<b>Current Level</b>	<b>Current Annual Salary 2021 rates</b>	<b>Proposed Award &amp; Level</b>	<b>Proposed Point Level</b>	<b>Annual Salary 2021 rates</b>
Department Head	1	SHEO (Grad)	Year 3	\$ 110,225	HM3	0	\$ 117,192
Health Promotion Officer	1	HEO (Grad)	Year 10	\$ 97,137	HM2	0	\$ 100,786
Health Promotion Officer	0.58	HEO (Grad)	Year 9	\$ 55,168	HM2	0	\$ 58,360
Health Promotion Officer	0.5	HEO (Grad)	Year 9	\$ 47,645	HM2	0	\$ 50,393
Health Promotion Officer	0.5	HEO (Grad)	Vacant	-	HM1	75	\$ 48,258
Health Education Officer	1	HM1	100%	\$ 103,135	HM2	15	\$ 103,605
Health Education Officer	1	HM1	Vacant	-	HM1	75	\$ 96,516
Bookshop Admin Officer	1	Admin L3	Year 2	\$ 63,418	Admin L4	Year 2	\$ 66,707
TOTAL	6.58						

### Method of Filling Positions in the Proposed Structure

Individual meetings with staff member who may be affected will take place throughout the change process. Where a change is proposed, this will be discussed with staff members who may be affected. Where there is not more than one suitable applicant, individuals will be matched to roles. If there is more than one eligible person for a role, a competitive selection process will apply in accordance with NSW Health policy.

Where a member of staff remains displaced at the conclusion of the process, the Network will work with that individual to initially explore options for redeployment within the Network, and will assess other contractual options on a case-by-case basis.

### Timetable for the Realignment

Stage	Process
1	Consultation with staff
	Notification to unions
2	Work with staff who may be affected to determine support required
3	Consultation Close
4	Assessment of staff and union comments
5	Continue to work with staff affected by changes

### Employee Assistance Program

Employee Assistance Program (EAP) is a free strictly confidential and professional counselling service provided by the Sydney Children's Hospitals Network to all staff. Staff can access the program via the following contact details:

- AccessEAP - 1800 818 728
- Converge International - 1800 337 068

### Feedback and Contact Details

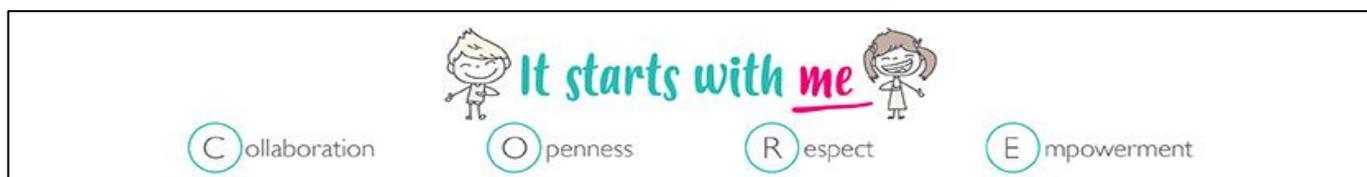
Enquiries and feedback regarding the proposed structure should be addressed to:

*Sue Wicks*  
*Department Head, Kids Health*  
[Suzanne.wicks@health.nsw.gov.au](mailto:Suzanne.wicks@health.nsw.gov.au)  
9845 3589  
0409 533 789

### Position Descriptions

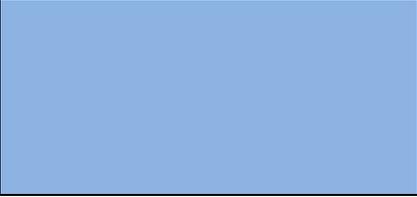
Role	Attachment
Bookshop Manager/ Health Promotion Support (Administration Officer Level 4)	Attachment 1
Health Promotion Officer (Health Manager Level 1)	Attachment 2
Health Promotion Officer (Health Manager Level 2)	Attachment 3
Network Health Promotion Manager/CPD (Health Manager Level 3)	Attachment 4

## POSITION DESCRIPTION



<b>POSITION TITLE</b>	Bookshop Manager and Health Promotion Support Officer	
<b>POSITION NUMBER</b>	New position - acquire a position number when position has been created	
<b>AWARD</b>	Health Employees Administrative Staff Award	
<b>POSITION CLASSIFICATION</b>	Level 4	
<b>LOCATION</b>	SCHN - Westmead & Randwick	
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>PRIMARY PURPOSE</b>	This position manages the operations of the Kids Health Bookshop and Information Service and provides administrative support to the Health Promotion team	
<b>KEY ACCOUNTABILITIES</b>	<ol style="list-style-type: none"> <li>1 Effectively manage the Kids Health bookshop, reference library and information service, including the online shop, to enable book and product sales and the provision of health and safety information to parents, professionals, students and the wider community</li> <li>2 Manage daily sales, banking, reconciliation and reporting using the bookshop retail sales software and other relevant software or systems</li> <li>3 Monitor and manage stock levels, re-order stock as required in consultation with line manager</li> <li>4 Develop, implement and maintain systems, processes and procedures to support the efficient operation of the bookshop, information service and health promotion team in consultation with line manager</li> <li>5 Undertake other activities that contribute to the promotion and efficient operation of the bookshop and information service</li> <li>6 Liaison with internal and external suppliers as required</li> </ol> <p>Ensure timely processing and despatch of customer orders</p>	
<b>KEY CHALLENGES</b>	<p>Managing a retail outlet within a government agency</p> <p>Navigating the complexities of government procurement and purchasing systems to achieve outcomes for the unit as a whole</p>	
<b>KEY RELATIONSHIPS (internal)</b>	<b>WHO</b>	<b>WHY</b>
	1. Network Health Promotion Manager	For strategic management and direction of the bookshop and information service and support needed by the Health Promotion team
	2. Health Promotion team	To ensure appropriate administrative support is provided to the team as required

	3. Other Departments	To support internal sales, purchases and stock recommendations
KEY RELATIONSHIPS (external)	<b>WHO</b>	<b>WHY</b>
	1. Parents, carers, professionals and other community members	As part of providing front of house / point of sale support and services
	2. Suppliers	As part of acquiring stock at the best value
IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	
ESSENTIAL REQUIREMENTS	<b>Vaccination Category (A or B): A</b> <b>WWCC (Yes/No): Yes</b> <b>Qualifications/ Licenses/ Registrations (award requirement):</b>	
	<b>Work Health and Safety:</b>  <input type="checkbox"/> <b>Supervisor</b> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.  <input checked="" type="checkbox"/> <b>Non-Supervisor</b> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing	
SELECTION CRITERIA	1. Significant retail and /or front of house experience. Bookshop, library or health information service context is preferred but not essential.	
	2. Experience in stock management and control, cataloguing and procurement, including familiarity with government procurement systems and procedures	
	3. Demonstrated ability to work independently and as part of a team	
	4. Exceptional organisational and time management skills	
	5. Demonstrated experience using an accounting software package for daily transactions, preparation of banking, reconciliation and reporting	
	6. Highly developed oral and written communication skills	
	7. Well-developed skills in the use of Microsoft Office applications	
OTHER REQUIREMENTS	Understand and practice person centred care.  Work in partnership with consumers on improving and evaluating the delivery of services.  Actively participate in quality improvement activities.  Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.	



Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.

Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.

## Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. **This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

### Job Demands Frequency Key:

- I = Infrequent**            intermittent activity exists for a short time on a very infrequent basis  
**O = Occasional**        activity exists up to 1/3 of the time when performing the job  
**F = Frequent**            activity exists between 1/3 and 2/3 of the time when performing the job  
**C = Constant**           activity exists for more than 2/3 or the time when performing the job  
**R = Repetitive**           activity involved repetitive movements  
**N = Not Applicable** activity is not required to perform the job

**Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSORY DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					



# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Health Promotion Officer	
<b>POSITION NUMBER</b>	New position – requires a position number when the position is created.	
<b>AWARD</b>	Health Managers State Award	
<b>POSITION CLASSIFICATION</b>	HM1	
<b>LOCATION</b>	SCHN – Westmead & Randwick	
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>PRIMARY PURPOSE</b>	This position participates in the development, delivery and evaluation of health or safety promotion and injury prevention initiatives intended to maintain or improve the health, safety and wellbeing of children and young people in NSW and nationally. It works with a range of stakeholders, including families, health and other professionals, government and non-government organisations and the wider community and at multiple levels, including local, state and national.	
<b>KEY ACCOUNTABILITIES</b>  <i>A high level description of the outcomes the role is expected to deliver. 'Key Accountabilities' should be: - outcome focused, rather than process focused - ordered in importance and/or frequency - as specific to the role as possible while not detailing tasks. There should be no more than 6-8 'Key Accountabilities' in total.</i>	<ol style="list-style-type: none"> <li>1. Supports research and evaluation of health or safety promotion and injury prevention issues and interventions relevant to children and young people</li> <li>2. Develop and maintain mutually beneficial internal and external partnerships to achieve objectives in identified child and young people's health, safety or injury prevention issues</li> <li>3. Supports the delivery and evaluation of specific health or safety promotion and injury prevention initiatives, campaigns and advocacy activities</li> <li>4. Maintains currency and accuracy of health and safety promotion and injury prevention information resources, including SCHN Fact Sheets, online information and social media content</li> <li>5. Assists other health staff and stakeholders to incorporate effective health promotion initiatives in their work</li> <li>6. Contributes to research that builds the evidence base for the impact and outcomes of health and safety promotion and injury prevention programs.</li> <li>7. Participates in relevant internal and external committees and networks as required.</li> </ol>	
<b>KEY CHALLENGES</b>	Managing competing priorities and balancing individual and team member roles	
	Developing and maintaining positive relationships with a diverse group of partners and stakeholders in a variety of settings, other organisations and the community.	
	Working within a limited budget	
<b>KEY RELATIONSHIPS (internal)</b>	<b>WHO</b>	<b>WHY</b>
	1. Network Health Promotion Manager	As part of a team to strategically plan health promotion, injury prevention and safety promotion activity and report on progress
	2. Team members	To develop and maintain effective collaborative relationships within the team to achieve designated outcomes

	3. Other SCHN staff	To ensure appropriate clinical and non-clinical knowledge and expertise is included in the development of health promotion, injury prevention and safety promotion activity
KEY RELATIONSHIPS (external)	<b>WHO</b>	<b>WHY</b>
	1. Families, communities and professionals	To ensure that health promotion and injury prevention/safety promotion activity is relevant to the specific audience and developed with their input
	2. Government and non-government organisations	Building effective relationships to further health promotion and injury prevention/safety promotion activity Maintain regular and ongoing communication with contacts from a variety of settings
IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	
ESSENTIAL REQUIREMENTS	<b>Vaccination Category (A or B): A</b> <b>WWCC (Yes/No): Yes</b> <b>Qualifications/ Licenses/ Registrations (award requirement):</b>	
	<b>Work Health and Safety:</b>  <input type="checkbox"/> <b>Supervisor</b> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.  <input checked="" type="checkbox"/> <b>Non-Supervisor</b> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing	
SELECTION CRITERIA	1. Tertiary qualifications relevant to health promotion, population health, education or other relevant field.	
	2. Ability to apply knowledge and understanding of health promotion theory and public health practice.	
	3. Experience in planning, delivering and evaluating health promotion, injury prevention and advocacy initiatives relevant to children and young people.	
	4. Demonstrated experience in building and maintaining effective relationships with external organisations.	
	5. Well-developed oral, written and interpersonal skills.	
	6. Effective organisational and problem solving skills and ability to work with minimal supervision	
	7. Experience in using different media platforms to promote health and safety.	
	8. Current Driver's Licence and the ability to travel, staying away overnight, if required.	
OTHER REQUIREMENTS	Understand and practice person centred care.  Work in partnership with consumers on improving and evaluating the delivery of services.	

Actively participate in quality improvement activities.

Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.

Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.

Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.

## Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. **This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

### Job Demands Frequency Key:

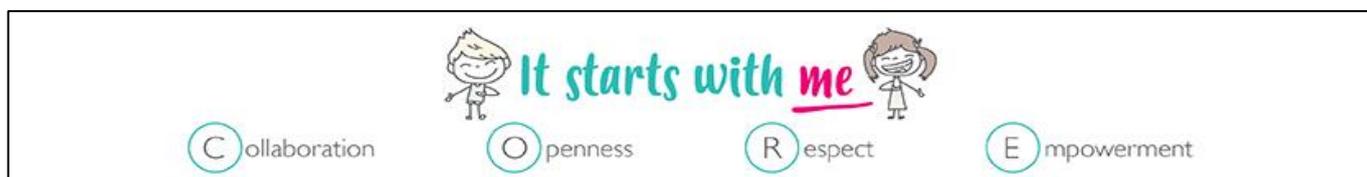
- I = Infrequent**            intermittent activity exists for a short time on a very infrequent basis  
**O = Occasional**        activity exists up to 1/3 of the time when performing the job  
**F = Frequent**            activity exists between 1/3 and 2/3 of the time when performing the job  
**C = Constant**           activity exists for more than 2/3 or the time when performing the job  
**R = Repetitive**         activity involved repetitive movements  
**N = Not Applicable** activity is not required to perform the job

**Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSORY DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					



# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Health Promotion Officer	
<b>POSITION NUMBER</b>	New position – requires a position number when the position is created.	
<b>AWARD</b>	Health Managers State Award	
<b>POSITION CLASSIFICATION</b>	HM2	
<b>LOCATION</b>	SCHN – Westmead & Randwick	
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>PRIMARY PURPOSE</b>	This position leads and manages the development, delivery and evaluation of health or safety promotion and injury prevention initiatives intended to maintain or improve the health, safety and wellbeing of children and young people in NSW and nationally. It works with a range of stakeholders, including families, health and other professionals, government and non-government organisations and the wider community and at multiple levels, including local, state and national.	
<b>KEY ACCOUNTABILITIES</b>  <i>A high level description of the outcomes the role is expected to deliver. 'Key Accountabilities' should be: - outcome focused, rather than process focused - ordered in importance and/or frequency - as specific to the role as possible while not detailing tasks. There should be no more than 6-8 'Key Accountabilities' in total.</i>	<ol style="list-style-type: none"> <li>1. Research and evaluation of health or safety promotion and injury prevention issues and interventions relevant to children and young people</li> <li>2. Develop and maintain mutually beneficial internal and external partnerships to achieve objectives in identified child and young people's health, safety or injury prevention issues</li> <li>3. Effective management of the delivery and evaluation of specific health or safety promotion and injury prevention initiatives, campaigns and advocacy activities</li> <li>4. Maintains currency and accuracy of health and safety promotion and injury prevention information resources, including SCHN Fact Sheets, online information and social media content</li> <li>5. Supports other health staff and stakeholders to incorporate effective health promotion initiatives in their work</li> <li>6. Contributes to research that builds the evidence base for the impact and outcomes of health and safety promotion and injury prevention programs.</li> <li>7. Participates in relevant internal and external committees and networks as required.</li> </ol>	
<b>KEY CHALLENGES</b>	Managing competing priorities and balancing individual and team member roles	
	Developing and maintaining positive relationships with a diverse group of partners and stakeholders in a variety of settings, other organisations and the community.	
	Working within a limited budget	
<b>KEY RELATIONSHIPS (internal)</b>	<b>WHO</b>	<b>WHY</b>
	1. Network Health Promotion Manager	As part of a team to strategically plan health promotion, injury prevention and safety promotion activity and report on progress
	2. Team members	To develop and maintain effective collaborative relationships within the team to achieve designated outcomes

	3. Other SCHN staff	To ensure appropriate clinical and non-clinical knowledge and expertise is included in the development of health promotion, injury prevention and safety promotion activity
KEY RELATIONSHIPS (external)	<b>WHO</b>	<b>WHY</b>
	1. Families, communities and professionals	To ensure that health promotion and injury prevention/safety promotion activity is relevant to the specific audience and developed with their input
	2. Government and non-government organisations	Building effective relationships to further health promotion and injury prevention/safety promotion activity Maintain regular and ongoing communication with contacts from a variety of settings
IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	
ESSENTIAL REQUIREMENTS	<b>Vaccination Category (A or B): A</b> <b>WWCC (Yes/No): Yes</b> <b>Qualifications/ Licenses/ Registrations (award requirement):</b>	
	<b>Work Health and Safety:</b>  <input type="checkbox"/> <b>Supervisor</b> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.  <input checked="" type="checkbox"/> <b>Non-Supervisor</b> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing	
SELECTION CRITERIA	1. Tertiary qualifications relevant to health promotion, population health, education or other relevant field.	
	2. Demonstrated application of knowledge and understanding of health promotion theory and public health practice.	
	3. Significant experience in planning, delivering and evaluating health promotion, injury prevention and advocacy initiatives relevant to children and young people.	
	4. Demonstrated experience in building and maintaining effective relationships with external organisations.	
	5. Highly developed oral, written and interpersonal skills.	
	6. Effective organisational and problem solving skills and ability to work with minimal supervision	
	7. Experience in using different media platforms to promote health and safety.	
	8. Current Driver's Licence and the ability to travel, staying away overnight, if required.	
OTHER REQUIREMENTS	Understand and practice person centred care.	
	Work in partnership with consumers on improving and evaluating the delivery of services.	

Actively participate in quality improvement activities.

Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.

Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.

Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.

## Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. **This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

### Job Demands Frequency Key:

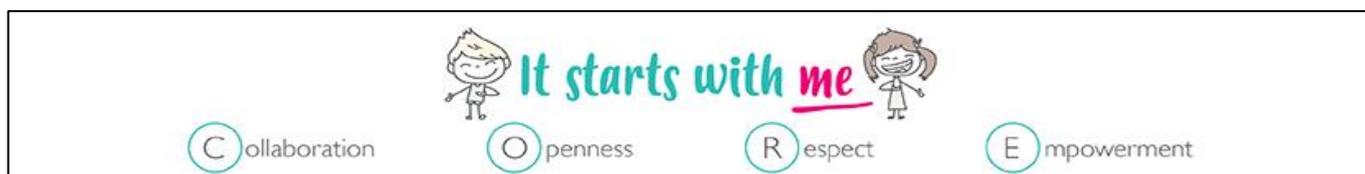
- I = Infrequent**            intermittent activity exists for a short time on a very infrequent basis  
**O = Occasional**        activity exists up to 1/3 of the time when performing the job  
**F = Frequent**            activity exists between 1/3 and 2/3 of the time when performing the job  
**C = Constant**            activity exists for more than 2/3 or the time when performing the job  
**R = Repetitive**            activity involved repetitive movements  
**N = Not Applicable** activity is not required to perform the job

**Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg/Foot Movement</b> – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying</b> – heavy lifting and carrying (16kg and above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b> – arms fully extended forward or raised above shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation</b> – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSORY DEMANDS - Description (comment)</b>	<b>FREQUENCY</b>					



## POSITION DESCRIPTION



<b>POSITION TITLE</b>	SCHN Health Promotion Manager
<b>POSITION NUMBER</b>	<b>NEW POSITION</b> - acquire the position number after position is created.
<b>AWARD</b>	Health Managers (State) Award
<b>POSITION CLASSIFICATION</b>	HM3
<b>LOCATION</b>	Sydney Children's Hospitals Network (Westmead and Randwick)
<b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PRIMARY PURPOSE</b>	<p>This position contributes to maintaining and improving the health and wellbeing of children and young people in NSW in line with the SCHN strategic goals, principles and strategies by:</p> <ul style="list-style-type: none"> <li>– Leading the overall planning, implementation, evaluation, reporting and day-to-day management of current and future health promotion, injury prevention/safety promotion and advocacy programs for the SCHN</li> <li>– Leading health promotion practice and ensuring that health promotion programs and initiatives are evidence informed, innovative, delivered to agreed standards and contribute to advancements in the field in a manner that increases the appropriateness and effectiveness of health promotion programs.</li> <li>– Developing and maintaining internal and external partnerships and relationships to facilitate the successful development, implementation and evaluation of health promotion programs and initiatives</li> </ul>
<b>KEY ACCOUNTABILITIES</b>	<p>The position is accountable for achieving annual targets as determined by the SCHN including, but not limited to;</p> <ol style="list-style-type: none"> <li>1. Effective leadership of the SCHN health promotion team</li> <li>2. Development, implementation and evaluation of an evidence informed SCHN health promotion and injury prevention plan specific to the health and wellbeing of children and young people</li> <li>3. Managing the delivery of health promotion, injury prevention and safety promotion initiatives and research to reduce preventable health risks in children and young people in NSW</li> <li>4. Effective management and monitoring of the health promotion budget throughout the financial year</li> <li>5. Dissemination of information about health promotion programs and results of programs to the community and other relevant audiences.</li> <li>6. Participation in state-wide health promotion and injury prevention initiatives and respond to state wide requests for information / briefings as required</li> <li>7. Representing SCHN at relevant state and national networks, working groups and committees as agreed</li> </ol>
<b>KEY CHALLENGES</b>	<ul style="list-style-type: none"> <li>– Managing multiple priorities concurrently with different timelines and workloads</li> <li>– Coordination and engagement of multiple teams and stakeholders across the SCHN to ensure health promotion and injury prevention programs and initiatives are delivered and achieve a reduction in preventable health risks</li> </ul>

<b>KEY RELATIONSHIPS (internal)</b>	<b>WHO</b>	<b>WHY</b>
	1. Chief Executive / Executive / Board	To inform about projects; strategy and direction; highlights, setbacks, emerging issues etc
	2. Manager	Provide and receive feedback, raise operational issues
	3. SCHN departments	Collaboration with and integration of health promotion and injury prevention programs
<b>KEY RELATIONSHIPS (external)</b>	<b>WHO</b>	<b>WHY</b>
	1. Government and non-government organisations	Engagement and maintenance of collaborative partnerships to build and extend capacity for health promotion interventions
	2. Researchers, academics and professional networks	To collaborate and inform the development and evaluation of health promotion and injury prevention/safety promotion activity
<b>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
<b>FINANCIAL DELEGATION</b>	<input checked="" type="checkbox"/> As per delegation manual	
<b>ESSENTIAL REQUIREMENTS</b> (700 characters in word)	<b>Vaccination Category (A or B):</b>	
	<b>WWCC (Yes/No):</b>	
	<b>Qualifications/ Licenses/ Registrations (award requirement):</b>	
	<b>Work Health and Safety:</b>	
	<input checked="" type="checkbox"/> <b>Supervisor</b> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.	
	<input type="checkbox"/> <b>Non-Supervisor</b> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing	
<b>SELECTION CRITERIA</b>	1. Relevant tertiary qualifications in Health Promotion, Injury Prevention, Public Health or other relevant discipline, and/or significant experience in one or more of these disciplines.	
	2. Demonstrated high level experience in planning, implementing and evaluating population health promotion/ injury prevention projects	
	3. Demonstrated experience in developing strategic priorities within a health setting and managing teams to achieve both organisational and personal goals	
	4. Highly developed communication and interpersonal skills including the ability to consult, negotiate and liaise effectively with a diverse range of people	
	5. Demonstrated experience in the application of public health/health promotion practice, relevant legislative and other frameworks and methods for health promotion.	
	6. Demonstrated effectiveness in establishing and maintaining collaborative partnerships internally and externally and negotiating effectively to achieve health goals combined with a working knowledge or understanding of the	

	paediatric context
	7. Demonstrated sound time management and organisational skills with ability to meet tight deadlines within defined resources ensuring targets are met
	8. Current valid Australian Drivers Licence and the ability to travel as required
<b>OTHER REQUIREMENTS</b>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.</p>

### Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. **This form is to be completed in consultation with the manager/supervisor of the position being recruited for.**

#### Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis  
**O = Occasional** activity exists up to 1/3 of the time when performing the job  
**F = Frequent** activity exists between 1/3 and 2/3 of the time when performing the job  
**C = Constant** activity exists for more than 2/3 or the time when performing the job  
**R = Repetitive** activity involved repetitive movements  
**N = Not Applicable** activity is not required to perform the job

**Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
<b>Sitting</b> – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standing</b> – remaining standing without moving about to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Running</b> – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist</b> – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>Hazardous Substances</b> – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b> – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Lighting</b> – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunlight</b> – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extreme Temperatures</b> – environmental temperatures are less than 15°C or more than 35°C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confined Spaces</b> – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working At Heights</b> – ladders/stepladders/scaffolding are required to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>