

## Position Description

Position title: Workforce Development & Health Promotion Officer  
Position status: Part-time/full-time – 2-year contract  
Reports to: Workforce Development – Lead

### Role Summary

The Workforce Development & Health Promotion Officer will be responsible for supporting health sector workforces including Needle and Syringe Programs to minimise the harms of drug use. A central component to the role includes delivering workforce development and training to the Victorian Needle and Syringe Programs.

### About Penington Institute

Our vision is that communities are safe, healthy and empowered to manage substance use. We connect lived experience and research to improve community safety in relation to drugs including pharmaceuticals and alcohol. Fiercely independent, we tackle the difficult questions through research and analysis, promotion and advocacy, consumer and community engagement, and education and collaboration with frontline workers and like-minded organisations.

### Our approach

Penington Institute collaborates with a broad range of sectors and organisations to identify and respond to specific substance use problems and their causes. With our outreach to the front line we are well placed to know and understand the realities of how drugs impact on communities. We add our frontline knowledge and experience to our analysis of the evidence to help support practical research and policy and the development of support services and public health campaigns.

### Position responsibilities

- Identify training and education needs and develop materials that are fit-for-purpose and reflect current evidence/knowledge
- Deliver training and education programs to Needle and Syringe Programs and other related workforces
- Engage regularly with frontline services to keep abreast of emerging issues
- Assist in preparing proposals and tender submissions for funding
- Contribute to identifying health promotion opportunities and support the development of new initiatives
- Support and assist in the delivery of other services provided by Penington Institute as opportunities arise (for example: providing guidance, information and advice)
- Administrative and communication activities to meet responsibilities above
- Other activities as required

### Knowledge, Experience and Skills

#### Teamwork

- Ability to work collaboratively with colleagues
- Demonstrate high level interpersonal, communication, and liaison skills which can be applied across a range of differing cultural environments and diverse communities and organisations
- Value individual differences and diversity

#### Build and Utilise Stakeholder Relationships

- Build networks within the wider community
- Maintain strong, positive relationships both internally and externally

#### Communication Skills

- Confidently convey ideas and information in a clear way
- Welcome and provide constructive feedback

## **Selection Criteria - Knowledge, Experience, Skills**

### **Essential**

You will have:

- Demonstrated experience in delivering public presentations and training
- A good understanding of alcohol and other drug issues and the principles of harm minimisation
- An understanding of the workforce development needs of frontline workers in the community and health sector and the decision-making processes within these organisations
- Excellent organisation and time management skills
- Excellent verbal and written communication skills
- A commitment to quality improvement, and health promotion principles
- The ability to liaise confidently with people at all levels and from various backgrounds
- A current unrestricted driver's licence and willingness to travel across the state
- Proven self-direction with the ability to exercise initiative, discretion and judgement when working remotely
- Appreciation of and commitment to a person-first approach when discussing drug-related harms and use

### **Desirable**

You will have:

- Experience working in a Needle and Syringe Program or other relevant frontline service
- Qualifications relevant to substance use and/or mental health
- Public health and/or health promotion education and/or experience
- Lived experience of substance use issues or mental health issues
- Experience working with CALD communities and multiple language skills

### **Remuneration and working conditions**

This is a full-time or part-time contracted position.

You will normally be based at the Penington Institute office, currently 95 Drummond Street, Carlton, with frequent travel to deliver training courses or stakeholder consultation sessions, generally working during normal business hours (Monday-Friday 9am-5pm). Some out-of-hours work may be required to suit business needs.

A salary commensurate with experience will be negotiated to attract the calibre of candidate we seek for this key appointment.

### **Equal Opportunity**

Penington Institute is an equal opportunity employer and promotes a safe and healthy, harassment-free workplace and a healthy balance between work and leisure.

### **Health and Safety**

The Penington Institute office is a smoke-free workplace.