

Position Title:	Health Promotion Assistant
Grading:	AO3
Remuneration	[HR to advise]
Status:	Permanent Part time 24 hours per week
Location:	Newington Periodic travel to other FPA locations is required
Responsible to:	Community Education & Partnerships Specialist
Responsible for:	Nil
Collaborates with:	Health Promotion Team, Communications and Marketing Team, Data officer, Finance Team, Education Team

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning Australia is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The primary role of the Health Promotion Assistant is to provide administrative and operational support in the delivery of high-quality health promotion projects to address the reproductive and sexual health needs of communities in NSW.

Selection Criteria

Essential

- Minimum 2 years' previous experience in a business or project support role
- High level of digital literacy, including proficiency in using collaboration tools and the Microsoft office suite
- Highly developed interpersonal, negotiation, written and oral communication skills
- Proven planning, time management and organisational skills
- Ability to work independently and in a diverse multidisciplinary team
- Interest in reproductive and sexual health and rights

Desirable

- Project management skills
- Current NSW driver's license

Values

- Family Planning Australia is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.

- As an abortion service provider, all FPA staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
- For this role, that means supporting Health Promotion activities that provide information regarding pregnancy options.
- Must support the Family Planning Australia values:
 - Human rights focus - promoting the rights of all people to reproductive and sexual health
 - Integrity - maintaining a strong ethical base, being accountable and transparent
 - Inclusiveness - valuing and respecting diversity without judgement
 - Equity of access - ensuring access to our services for all including priority populations
 - Client centred - placing the needs of the whole person at the centre of our work
 - Commitment to excellence - ensuring high standards in all our work
 - A just culture – a balanced accountability for both individuals and the organisation

Other requirements

- A Criminal Record Check and Working with Children Check are required prior to commencement in this role
- Immunisation/vaccination requirements apply to this role

Key Responsibilities

- Process booking requests for community education, including communication with requestors, calendar coordination and resource preparation
- Provide administrative and operational support for health promotion projects
- Provide logistical support for events, workshops, and other community engagement initiatives.
- Maintain health promotion resource stock levels and coordinate the distribution of resources to stakeholders
- Support monitoring of funded deliverables through data management and preparing periodic data reports
- Coordinate various team meetings - scheduling, developing agendas, meeting requests, allocating a chairperson/presenter for all meetings, minute taking
- Manage the Health Promotion email inbox, ensuring all enquiries are responded to within the required timeframe
- Any other reasonable tasks, as directed
- Maintain effective communication and interpersonal skills with all teams across the organisation

Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPA.

Work health and safety






- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy

- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Safety & quality

- Commit to maintain best practice by adhering to the scope of practice of the position and within role boundaries as defined by Family Planning Australia
- Maintain the required qualifications and competencies to deliver high quality services
- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Adhere to Family Planning Australia's defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client's needs
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Commit to share knowledge, provide support and supervision to less experienced staff

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Intermediate
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Intermediate
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Adept
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Adept
	Work Collaboratively Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Foundational
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Intermediate
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management Understand and apply effective planning, coordination and control methods	Intermediate
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Not applicable
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Not applicable
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Not applicable
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Not applicable

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
