

Position title	GPPCP Resilient Farmer Project Officer		
Position holder	Vacant		
Program	Grampians Pyrenees Primary Care Partnership		
Funded by			
Based at location	Ararat		
Responsible to	<ul style="list-style-type: none"> • GPPCP Interim Executive Officer • GPPCP Executive Committee 		
Direct reports	<ul style="list-style-type: none"> • Nil 		
Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017		
Classification	SACS Level 3 Pay Point 1-3		
Hourly rate	\$32.54 to \$34.19	Annual	\$51,446 to \$54,057
Status	Part time fixed term 1 November 2021 to 31 March 2022		
Hours per week	30.4		
PD last updated and approved by CEO	September 2021		

Position summary

The GPPCP Project Officer position involves supporting both the coordination of (Vic State funded) Resilient Farmer Project and developing actions and activities to implement across the GPPCP catchment (Ararat Rural City Council, Northern Grampians and Pyrenees Shires).

The position will involve project scoping, community consultation, coordination, training, delivery, stakeholder engagement, evaluation and reporting. The aim of this project is to build the resilience of Victoria's farmers and their families to improve their capacity to manage stress and look after their wellbeing during tough times.

Grampians Pyrenees Primary Care Partnership (GPPCP) is the employing agency - Grampians Community Health manage the employment function on behalf of GPPCP under an MOU Auspicing agreement.

Key responsibilities

Project Coordination

1. Contribute to all reporting and other requirements of the funding body.
2. Contribute to all deliverables of the project.
3. Facilitate, arrange and participate in meetings, information sessions and workshops as required.
4. Coordinate, facilitate and resource project steering and working groups.
5. Coordinate, evaluate and report on projects within required timelines.
6. Maintain momentum among agencies to ensure adoption and sustainability of project outcomes.
7. Contribute to other relevant activities as directed by the Project Manager/Executive Officer.

Stakeholder and Community Engagement:

8. Work with the GPPCP team, member agencies and organisations and across sectors aligning with the 2017 - 2021 GPPCP Strategic Plan.
9. Liaise with stakeholders in the development of the Project plan, along with engaging and activating project partners and community champions.
10. Support the adoption of innovative, new approaches addressing health and wellbeing across the agricultural sector.
11. Leverage support from local government, health services and rural networks for collaborative planning and implementation of the Resilient Farmer Project.

Research and Evaluation

12. Contribute to the development of evaluation frameworks and undertake evaluation plus reporting on projects within specified timeframes
13. Analyse and interpret quantitative and qualitative data to report project findings
14. Keep up to date with State and Federal policy directions, emerging evidence and best practice relating to a prevention, health promotion and agricultural communities.

Other

15. Provide supervision and support to students as required.
 16. Contribute to GPPCP communication and reports
 17. Contribute to other relevant GPPCP activities as directed by the Executive Officer
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Key selection criteria

Qualifications

- Tertiary qualifications or significant training or experience in health promotion, community development, project management, public health or community services or equivalent.

Mandatory:

- Proven experience engaging community, industry, government and other groups in partnership programs and community based projects.
- Established relationships and/or familiarisation with local agricultural networks and farming cohorts.

Demonstrated skills, experience and/or understanding of:

- Knowledge of the challenges facing health and existing service providers and the wider community in rural areas and farming communities.
- Demonstrated capacity to develop and maintain effective, outcome based partnerships.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)

Personal attributes

- Ethical and inclusive
 - Self-disciplined
 - Collaborative and supportive
 - Flexible and resilient
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Conditions of employment

This position is fixed term ceasing on or before 31 March 2022 and is subject to:

- Successful completion of a six-month probationary period
- Full COVID-19 vaccination status from MyGov or Medicare or
- Certified evidence of medical exemption for COVID-19 vaccination

And requires the following checks:

- Satisfactory police check

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Employee acceptance of position:

Employee signature

Vacant

Date
