INTRODUCTION

The Curtin Careers Centre, working closely with employers and the university community, sources, develops and delivers career development programs and resources. The purpose of these professional and personal development learning opportunities is to facilitate successful career transitions; especially study to employment and further study and to enhance students’ ability to develop lifelong skills in managing their careers. The Careers Centre also provides accurate, current authoritative labour market and graduate recruitment information focusing on society’s needs and aspirations.

The Careers Centre team has written a series of occupation career booklets to enable tertiary students to consider their chosen field in more depth including information on the current labour market, associated professional associations, pertinent job seeking avenues and samples of relevant and related positions.

Whilst students are actively seeking information about a particular field they need also be aware of recruitment and selection methods and the need to develop strategies to be competitive in their field at graduate entry level.

Self-assessment is an essential component of job seeking i.e. a student needs to be fully aware of their interests, skills, attributes and capabilities to be able to convey this on paper (job application documents) and in person (networking/interviewing/promotion).

The purpose of this occupational booklet is twofold. It will assist students to develop knowledge of trends in employment and current opportunities and to identify existing skills and attributes required to successfully pursue a career in this field.

A student may not be aware that whilst using this resource that they are involved in Career Development Learning (CDL). CDL assists students to develop Self Awareness, to Identify Opportunities, to learn how to Make Decisions, to Manage Transition from university and incorporate Lifelong Learning.

This involves Curtin students working with the Curtin Careers Centre towards the attainment of required skills and knowledge at a tertiary level to successfully manage the changing contexts of life; incorporating:

- Personal Management
- Learning and Work Exploration
- Career Building

The Careers Centre hopes you find this a useful resource.

Contacting the Careers Centre...

Feel free to visit us at Building 303
Email us at careers@curtin.edu.au
Give us a call on (08) 9266 7802
Or check out our website at www.careers.curtin.edu.au

Stay connected to the Careers Centre with Jobs and Events Connect. Access new jobs posted daily, workshop information, special events and employer presentations.

Explore • Connect • Grow
The World Health Organisation Ottawa Charter (1986) defines health promotion as “the process of enabling people to increase control over, and to improve, their health.”

As health is viewed a combination of physical, mental and social well being on an individual and community level, these elements need to be recognised to in order to implement change and cope with the changing environment/s in which we live. In this way health is seen as emphasizing social and personal resources for everyday life in addition to physical capacity. Given this, health promotion extends further than just the responsibility of the health sector in the creation of healthy life-styles, but to achieve overall well-being (WHO, 1986).


The evolution of the health promotion profession has gained momentum alongside and in response to the international health promotion movement and the broader new public health movement. Health promotion has not only engages the individual in strengthening their skills and capabilities in developing and maintaining optimal well being, but also on a community level where actions are directed towards changing social, environmental, political and economic conditions to alleviate their impact on populations and individual health (AHPA, 2010).

The key objectives for professionals working in the health promotion field include maintaining and improving the health of populations and reducing health inequities among population groups. These objectives are achieved through the action areas outlined in the Ottawa Charter: building healthy public policy, creating supportive environments, strengthening community action, developing personal skills, and reorienting health services (AHPA, 2010).
WHAT ELSE HAS MY DEGREE TAUGHT ME?

Curtin University policy on graduate attributes outlines the graduate attributes that a student is expected to develop while studying at Curtin in conjunction with specialist discipline knowledge. Not sure what that means? Graduate Attributes are the ‘qualities, skills and understandings a university community agrees its students should develop during their time with the institution. These attributes include, but go beyond, the disciplinary expertise or technical knowledge that has traditionally formed the core of most university courses. They are qualities that also prepare graduates as agents for social good in an unknown future” (Bowden et al 2000).

Curtin graduates show evidence that they can:

- Apply discipline knowledge, principles and concepts
- Think critically, creatively and reflectively
- Access, evaluate and synthesise information
- Communicate effectively
- Use technologies appropriately
- Utilise lifelong learning skills
- Recognise and apply international perspectives
- Demonstrate intercultural awareness and understanding
- Apply professional skills

Combine these attributes with existing skills gained from life and work experiences and you will start to form a solid picture of what you are capable of. If you are having difficulty with outlining your skills or recording your achievements login to Resume Express from the

Careers Centre Website: www.careers.curtin.edu.au under the heading Current students, My Employment, Applying for work, Application process. See Module 2: Analyse Your Skills, attend a workshop at the Careers Centre or contact careers@curtin.edu.au to make an appointment to see a Careers Consultant.

Students also have the option to combine Health Promotion with studies in Nutrition and Health, Safety and the Environment through a double degree. As Nutrition and Health, Safety and the Environment both have a strong synergy with health promotion, this course option is attractive to employers where expertise in both areas would complement, or is preferable for a role within their company or organisation. http://courses.curtin.edu.au/course_overview/undergraduate/health-promotion
WHERE CAN HEALTH PROMOTION TAKE YOU?

WHO IS EMPLOYING IN YOUR FIELD?

Health Promotion graduates find employment in a variety of areas including: local, state and federal government and not-for-profit organisations/ non-government organisations. There are only a very small percentage of positions available in private health promotion organisations. Transferable skill sets such as project planning, media, advocacy and communication which you would have developed through your studies and university placements, are valuable in a range of employment options.

Students need to know their field: who is employing, what types of opportunities and positions are available and where, is the industry in an area of growth?

Employers want to know what you have also achieved aside from your degree, how have you added value to your degree? Have you been involved with student or community groups, are you a member of your professional association, are you working to support your studies in a related or non-related area (transferable skills), what experience have you gained from practical placements and projects, have you documented this experience?

RELATED INDUSTRIES AND LABOUR MARKET INFORMATION

The Department of Education, Employment and Workplace Relations (DEEWR) summarizes the following employment outlook statistics for the Health Care and Social Assistance sector.

• Health Care and Social Assistance sector is expected to provide the largest number of new jobs in the next five years

• One of the industries creating the most new jobs in the last 10 years

• 44.9% of workers in the Health Care and Social Assistance sector are aged between 45 and 64. As they retire and this will lead to more opportunities for graduates in future years

• Strong job growth is expected to continue due to an ageing population and developments in medical technology – approximately 211,500 new jobs in the five years to 2014-15 (DEEWR, 2010).

Job Outlook (2010) outlines the following labour market statistics specific to Health Promotion professionals.

• Slight employment growth is expected in the five years to 2015.

• Health Promotion is a very small occupation within Australia (4100 in November 2009) with the number professionals practicing having risen slightly over the past five years, but with very small occupations employment estimates can fluctuate.

• 78.1% of Health Promotional professionals are employed full-time jobs, the average weekly hours for a worker being 38.6.

• Health Promotional Professionals are employed across several industries including: Health Care and Social Assistance; Education and Training; and Public Administration and Safety.

• The proportion of workers leaving the occupation (and needing to be replaced) is 6.4 per cent (annually) compared to the average for all occupations of 13.1 per cent.
Health Promotion graduates gain employment in a diverse range of organisations and roles. Similar roles within different organisations will often have different titles.

When investigating the graduate employment opportunities as well as positions you may aspire to and can gain with further experience, analyse the job description, key responsibilities and selection criteria for organisational fit, motivational and career fit. Look for the common themes employers are wanting in future employees and the mission statement and values of that organisation.

Some examples of job titles for health promotion graduates include:

- Health and Lifestyle Co-ordinator
- Policy Support Officer
- Community Development Officer
- Living Well Program Officer
- Safety Advisor
- Research Officer
- Health Promotion Officer
- Development Officer
- Graduate Officer

What are you worth? Students often are not sure of merit and awards and, in some cases, what their degree has prepared them for.

A good indicator for starting salaries is the WA Department of Health Government pay points for Allied Health positions within the government system (Western Australian Industrial Services Commission, 2008).

Each state or territory have slightly different pay scales, go the relevant state or territory Department of Health department website to see the award scales and collective or enterprise agreement for allied health professionals.

A Graduate in Western Australia would start on P1.1:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1.1</td>
<td>$57,093</td>
</tr>
<tr>
<td>P1.2</td>
<td>$60,489</td>
</tr>
<tr>
<td>P1.3</td>
<td>$64,318</td>
</tr>
<tr>
<td>P1.4</td>
<td>$67,970</td>
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<td>P1.5</td>
<td>$73,549</td>
</tr>
<tr>
<td>P1.6</td>
<td>$80,150</td>
</tr>
<tr>
<td>P2.1</td>
<td>$82,223</td>
</tr>
<tr>
<td>P2.2</td>
<td>$84,847</td>
</tr>
<tr>
<td>P2.3</td>
<td>$87,547</td>
</tr>
<tr>
<td>P3.1</td>
<td>$91,544</td>
</tr>
<tr>
<td>P3.2</td>
<td>$94,803</td>
</tr>
</tbody>
</table>

Centre for Health Promotion studies. (2010)
GAUGING SALARIES (CONTINUED)

PGSA (Public Sector Award) (Dept of Planning and Infrastructure, 2006) are for government departments and for positions. Students should look at Levels 2 upwards, but be realistic. If you only look at top level positions you may not have the background to be a competitive candidate.

<table>
<thead>
<tr>
<th>Level</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$16,694 - $40,609</td>
<td>(Entry Level)</td>
</tr>
<tr>
<td>2</td>
<td>$42,017 - $46,686</td>
<td>(Supporting Role)</td>
</tr>
<tr>
<td>3</td>
<td>$48,409 - $52,560</td>
<td>(Advise, Assist Lead Delegate)</td>
</tr>
<tr>
<td>4</td>
<td>$54,510 - $57,609</td>
<td>(Supervisor, Administrator)</td>
</tr>
<tr>
<td>5</td>
<td>$60,638 - $67,017</td>
<td>(Senior Officer, Manager)</td>
</tr>
<tr>
<td>6</td>
<td>$70,564 - $78,138</td>
<td>(Coordinator, Manager)</td>
</tr>
</tbody>
</table>

Australian Public Service Award (APS)

<table>
<thead>
<tr>
<th>Graduate Level 3</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$47,712 - $51,855</td>
</tr>
</tbody>
</table>

Graduate programs often offer a starting salary between the Level 3 and 4 scales.

Other awards from graduate positions show that in 2008 graduates over most disciplines were in positions with the salary range of $44,000 - $54,000.

Non-Government Organisations (NGO’s) or Non-for-Profit Organisations may not be able to offer a salary that is competitive as that offered by the public sector but will offer the opportunity to command one through additional experience. Many NGO’s use the Australian Services Union SACS award for Community and Social Assistance roles (Australian Services Union, 2009).

In roles such as academics, researchers and university lecturers salaries will reflect the salaries award scales and collective or enterprise agreement for that industry.

SET UP YOUR DESKTOP

Download jobs of interest for future reference. This allows you to keep a track of who is hiring in your field and the types of positions available.

NOTE: Don’t just save the link as the details will disappear once the position has been filled. Copy the advertisement or any additional files onto Word and keep in your desktop folder.

*This is also a useful tip for when you begin working in your field, keep an eye on pertinent positions at all times.

LOOK ACROSS THE COUNTRY

This will give an idea of who is recruiting and where and differing salary scales.

REGISTER WITH WEBSITES

Consider search terms e.g. nutrition, health promotion, public health, community health.

This will ensure that email alerts of appropriate jobs are sent directly to you. If positions on Seek or Careerone etc., give the name of the recruiting company – go directly to their website and check for other employment opportunities.

Apply directly from the company website if possible.

General Job Search Engines

www.seek.com.au
www.careerone.com.au

Specific Job Search Engines

www.hacjobs.com.au
Jobs in health, community and social services.

www.jobs.wa.gov.au
Government positions in relevant agencies

www.lgnet.com.au
Local Government jobs


Employment pages can often be accessed from the homepage, alternatively, a search on Careers or Employment)

RECRUITMENT AGENCIES

When conducting a job search via job search engine such as Seek you may see a pattern to the agencies most recruiting in your field.

Register with these agencies or contact city branches directly.

The Byron Employment website gives a comprehensive list of recruitment agencies in WA and Australia http://employment.byron.com.au/recruiters_western_australia.html

ORGANISATIONS & COMPANIES

Look for Career or Employment pages. See the Careers Resource Officer for assistance if required.
JOB REQUIREMENTS

Pay attention to the job description form (JDF) or job requirements and to the selection criteria.

Selection criteria may be included in a JDF as for government jobs or may be ‘hidden’ in the advertisement. If no set selection criteria are asked to be addressed – target your letter to the position.

Don’t just limit yourself to reviewing entry level or graduate positions, look at the variety of positions in your field at various levels and view the requirements. This will let you discover what will be expected of you at higher levels and the type of experience that you will hope to gain at earlier stages in your career. Consider lifelong learning and developing your career.

JOIN PROFESSIONAL ASSOCIATIONS

This allows you to keep abreast of trends and developments in your field and to check any employment and networking opportunities as Professional Associations often have career sections, online job board as well as additional programs of interest to students such as scholarships, professional development opportunities, volunteer work and mentoring programs.

Some information may only be accessible to members and most associations allow for student membership at reduced fees. There may also be opportunities to get involved at branch level or to volunteer. This adds to your skills plus eligibility/or membership also looks good on your resume or CV and demonstrates an interest in your chosen field. The Dietitians Association of Australia accredits Dietitians and Nutritionists.

SOME ASSOCIATIONS

<table>
<thead>
<tr>
<th>Association</th>
<th>Membership Type</th>
<th>Benefits</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Health Promotion Association</td>
<td>Member</td>
<td>• Health Promotion Journal of Australia&lt;br&gt;• Australian Health Promotion Update&lt;br&gt;• National electronic mailing list&lt;br&gt;• Membership of local branch&lt;br&gt;• Reduced registration fees for national conferences, professional development, networking seminars and workshops.&lt;br&gt;• Right to nominate for branch and national executive committees&lt;br&gt;• Nominate for branch and national scholarships and mentor activities&lt;br&gt;• Access to the Association website and online publications&lt;br&gt;• Association working groups to advocate on health promotion issues&lt;br&gt;• Reduced rate for advertising</td>
<td>$190</td>
</tr>
<tr>
<td></td>
<td>Student Full Time Students</td>
<td></td>
<td>$55</td>
</tr>
<tr>
<td>Nutrition Australia</td>
<td>Member</td>
<td>Full Time Students</td>
<td>$38</td>
</tr>
<tr>
<td><a href="http://www.nutritionaustralia.org">www.nutritionaustralia.org</a></td>
<td>Student</td>
<td></td>
<td>$62</td>
</tr>
<tr>
<td>Nutrition Society of Australia</td>
<td>Member</td>
<td>Full Time Students</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.nsa.asn.au/about.php">www.nsa.asn.au/about.php</a></td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Health Association of Australia</td>
<td>Member</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td><a href="http://www.phaa.net.au">www.phaa.net.au</a></td>
<td>Student</td>
<td></td>
<td>$45</td>
</tr>
<tr>
<td>Australian Health Promoting Schools Association</td>
<td>Member</td>
<td>Working Professional</td>
<td>$90</td>
</tr>
<tr>
<td><a href="http://www.ahpsa.org.au">www.ahpsa.org.au</a></td>
<td>Student</td>
<td>Student / Unpaid</td>
<td>$45</td>
</tr>
</tbody>
</table>
GRADUATE PROGRAMS

Graduate Programs are employment opportunities that focus around training and development of graduates through structured programs. What the program looks like and involves will vary between organisations; It may be a two year rotational program where a student spends 6 months with different departments within an organisation, or it may be specialised and provide students with intense training within one area of expertise.

Recruitment for Graduate Programs start at the beginning of each year, which means final year students need to be aware of closing dates for graduate programs they are interested in applying for as early as February of their final year of studies.

The benefits associated with a Graduate Program are huge, some of the benefits include:

- A focus on professional and personal development of graduates
- Graduates are exposed to industry and develop a strong knowledge base
- Assists graduates to identify career goals and directions by exposing them to a range of opportunities within an organisation
- Graduates are often mentored by successful professionals
- Graduates are able to build a network of professional relationships
- Refinement and reinforcement of what graduates learn at university

The application process for graduate opportunities is more involved and can take the format of online application forms – online aptitude testing (both short and long answers perhaps covering problem solving and innovation skills, communication and analytical ability, practical numerical skills, personality testing) – assessment centres (meeting staff and other applicants, working in teams on a case study and presenting findings) – to final panel interview.

General opportunities open to students from all disciplines are found mainly in the public sector, the private sector will usually advertise for specific disciplines.

Government Organisations, especially in the area of health, are most likely to be of interest to students from nutrition, dietetics and health promotion. Some government programs are listed below:

Department of Health and Ageing
Closes Mid-Year

Australian Institute of Health and Welfare
Closes August

Department of Health
http://www.graduate.health.wa.gov.au/about/offered.cfm
Closes August / September

For a full list of programs see:
http://www.graduateopportunities.com/
WORK EXPERIENCE

Students will have to be proactive in seeking work experience or related work in their field of study. Project work and practicum experience is available as part of nutrition and dietetics. It is important to capitalise on this experience and the networks this provides.

Seek to add value from practical placements by making yourself available for additional work or work experience either in vacation times or during the academic year.

Get involved in your field early to be a more competitive graduate on completion of studies and to develop further experience in areas of interest. Work Experience and project work is also a great way to trial an area of interest, to see if you wish to pursue and create a career pathway within a specialised field or area of your discipline.

VOLUNTEER ORGANISATIONS

Combined Universities Centre for Rural Health
www.cucrh.uwa.edu.au

Food Bank WA
School Breakfast & Food Sense Programs
www.foodbankwa.org.au
schoolbreakfastprogram.com.au

Nutrition WA
www.nutritionaustralia.org/wa/volunteering-nutrition-australia/volunteering-wa-division

The Heart Foundation
www.heartfoundation.org.au

Juvenile Diabetes Research Foundation
www.jdrf.org.au

WA Aids Council
www.waids.com

Volunteer Abroad
www.volunteerabroad.com/search/nutrition

Cancer Council WA
www.cancerwa.asn.au/getinvolved/volunteer

Australian Kidney Foundation
www.kidney.org.au

Diabetes WA

Curtin Health Innovation Research Institute
about.curtin.edu.au/curtin-health-innovation-research-institute.cfm

West Australian Council for Social Services
www.wacoss.org.au/

Government of WA Volunteering

RESEARCH AND DEVELOPMENT

Research positions can often require Honours or a four year degree. If you have an interest in this area, keep an eye on university positions. Some universities allow for email alerts. See www.australian-universities.com/list/ for more.

CONFERENCES AND SEMINARS

Be aware of any opportunities to attend conferences or seminars pertinent to your field. This provides an excellent chance to network and to keep up with developments. If you are on practicum placements in a Hospital environment you may also have the chance to attend workshops or seminars. Take advantage of this as when applying for positions one of the criteria may be to demonstrate a commitment to lifelong learning or professional development. Professional Associations will have their conferences on their website.

OTHER SITES OF INTEREST

Department of Health and Ageing

Public Health Association of Australia
www.phaa.net.au/

The National Health and Medical Research Council

Alfred Health (Nutrition and Dietetics)

Early Childhood Australia Inc.
www.earlychildhoodaustralia.org.au

HealthInsite
www.healthinsite.org.au/

Health Options WA Food and Nutrition Policy

NSW Health

Victorian Govt Health Promotion Info

Centre for Health Promotion
www.chdf.org.au/

International Food Information Council
www.ific.org/

Grains Research and Development Council
www.grdc.com.au/director/about/

Fisheries Research and Development Corp

Seafood Services Australia

Defence Science Technology Organisation

CSIRO

Union for Health Promotion and Education
http://www.iuhpe.org/

JOURNALS

Health Promotion International
http://heapro.oxfordjournals.org/

Australian and NZ Journal of Public Health
http://www.phaa.net.au/journal.php

Nutrition and Dietetics
www.wiley.com/bw/journal.asp?ref=1446-6368

Australian Health Promotion Journal
FOODCENTS PROGRAM OFFICER

• 2 full time roles
• East Perth location
• Excellent salary packaging available

Would you like to use your knowledge of nutrition and healthy lifestyle strategies to make a difference? The FOODcents program provides an opportunity to work with vulnerable individuals, families and communities to offer support to make significant diet and lifestyle changes to optimise health and wellbeing.

As our FOODcents officer you will be responsible for delivering the Red Cross FOODcents Program throughout the Metro region and for supporting participants in their development of skills, knowledge and confidence necessary to select, prepare and cook healthy meals according to budget.

You will also be responsible for recruitment, training and support of FOODcents Program volunteers, program delivery, evaluating and reporting. There is a requirement to work flexible hours and be available, as required, to attend activities and events outside of ordinary business hours.

To be successful, you will have a strong interest and knowledge of nutrition and healthy lifestyle strategies as well as an understanding of the issues faced by vulnerable and disadvantaged communities. Your demonstrated experience in delivering training and evaluating programs for vulnerable people alongside your relevant qualifications and/or organisational experience in a similar role is essential.

To apply, please submit a current resume and a cover letter to wajobs@redcross.or.au

For a copy of the position description, please contact xxxx on 9xxx xxxx or email wajobs@redcross.org.au
COMMUNITY DEVELOPMENT OFFICER

• $53,482 - $61,842 per annum
• Permanent full-time position
• Plus up to 14% superannuation

The City of Armadale has been recognised as one of the top five growth regions in the Perth metropolitan area. We’re looking for someone to fill this rewarding position and become part of this growth!

Community Development Officer (Community Partnerships)

Be part of a dynamic team dedicated to working for the benefit of the City of Armadale community. This position will work across the organisation and with community service providers and not for profit organisations to identify and facilitate partnership initiatives including the coordination of significant funding submissions. The position also coordinates the City’s Community Safety Plan.

This is a permanent, full-time position and attracts a salary in the range of $53,482 - $61,842 per annum, dependant on skills and experience, plus up to 14% superannuation.

The City of Armadale is an age friendly workplace with a range of family friendly initiatives, a generous health and wellbeing program and flexible working hours. Details of other benefits offered are available in the information package.

All applicants must obtain an information package, a copy of which can be obtained from Council’s website [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au), or by calling: (08) 9399 0676. Job specific information can be obtained by calling the Community Development Coordinator on (08) 9399 0682.

Applications should include a covering letter, statement addressing the selection criteria and detailed resume, and be forwarded to The Human Resources Manager, City of Armadale, Locked Bag No 2, Armadale WA 6992 or email hr@armadale.wa.gov.au to be received by 4pm Thursday, 8 July 2010.

Selection criteria

• Qualifications and/or experience in related areas.
• A strong commitment to ongoing learning in related areas.
• Knowledge of funding sources and processes.
• Knowledge of current trends and programs in the Community Safety area.
• Experience engaging with related agencies, service providers and a broad range of people with diverse backgrounds.
• Effective research, planning, implementation and evaluation skills.
• Well developed written, submission writing and computer skills.
• General community developments skills and experience.
• Ability to gain a Police Clearance.
• Ability to gain a Working with Children Check.
• Current “C” Class WA Driver’s License.
SPORTS AND RECREATION OFFICER

$76,871.88 per annum
(Includes Port Hedland Allowance)

Are you a motivated and energetic person? Do you live and breathe sports and recreation? If this sounds like you then why not consider a career in local government?

We are currently looking for an individual to provide assistance in our recreation department. The focus will be on promoting, enhancing and encouraging physical activity whilst working towards delivering the recreation focussed goals within the Town’s Strategic Plan. The role also entails community and sporting association consultation and liaison, and is strongly focussed on encouraging a healthy community.

This position is ideally suited to a forward thinking, self-motivated team player with well-developed communication and interpersonal skills. While not essential, a formal qualification in Sports and Recreation or a similar field is highly desirable.

Applicants are also expected to be able to provide a satisfactory police clearance, a Working With Children Check and to hold a current driver’s license.

How to apply:

If you think that this sounds like the right job for you, please refer to our website www.porthedland.wa.gov.au for details on sending an application addressing the Selection Criteria and post to Recruitment, Town of Port Hedland, PO Box 41, Port Hedland WA 6721, or alternatively via email at recruitment@porthedland.wa.gov.au. Don’t forget to include a resume detailing your previous work experience, at least two work referees, qualifications and contact details. A Position Description is available on our website.

For further information about this position please contact xxxx xxxxx, Coordinator Sports and Recreation on (08) 9xxx xxxx

Selection Criteria

• Experience in the development and implementation of sport, recreation or community programs.
• Excellent consultation, interpersonal and communication skills, particularly with communities
• Developed report writing, financial budgeting and time management skills.
• Demonstrated ability in seeking and completing appropriate grants and sponsorship applications and associated acquittals.
• Tertiary qualifications in either sport and/or recreation or a recognised tertiary qualification in a relevant field to the position, or demonstrated relevant industry experience in sport and recreation programs and services from a public sector perspective.
• Working With Children Check or proof that the Check has been applied for (e.g. a receipt).
• National (or Federal) Police Certificate no more than 6 months old.
• Current national “C” class driver’s licence.
COMMUNITY ENGAGEMENT OFFICER

The Injury Control Council of WA (ICCWA) is the peak not-for-profit organisation involved in injury prevention and community safety promotion in Western Australia. ICCWA is an Equal Employment Opportunity organisation.

We are looking for a highly motivated, multi-skilled and enthusiastic Community Engagement Officer to join our dynamic team. This challenging position requires someone with well-rounded knowledge of health promotion and who has the ability to engage with stakeholders across the community, government and business sectors as well as the broader community.

The successful applicant will be able to work across the multi-disciplined ICCWA team, building effective relationships both internally and externally.

Application forms and criteria can be downloaded on our website www.iccwa.org.au. Applications which do not follow application instructions will not be considered.

For enquiries regarding the position, please contact Deborah Costello, CEO, on 9420 7212
Applications close by 5pm Friday 9th July 2010

Essential Selection Criteria

1. Tertiary qualifications in Health Promotion, Health Science, Marketing / Communications, Community Development, Behavioural Sciences or other related discipline.
2. Well developed written, interpersonal and verbal communication skills - including report writing, submission writing and public speaking skills,
3. Demonstrated experience in working effectively with the media
4. Demonstrated skills in marketing and promotion
5. Well-organised, self-motivated, able to prioritise workload and consistently meet multiple deadlines.
6. Ability to work independently and as part of a multi-disciplined team.
7. Proven ability to work collaboratively and build partnerships with a broad range of stakeholders from diverse backgrounds including seniors, health professionals, the business community and all levels of government.
8. Demonstrated thorough and systematic approach to resolving problems; able to identify and implement process improvements.
9. Demonstrated ability to plan, coordinate and evaluate projects and events.
10. High level of competency using information technology systems including the Microsoft Office suite of programs.
11. Valid WA Drivers’ Licence and own reliable vehicle (expenses will be reimbursed).
SCHOOL EDUCATION OFFICER

Fulltime - 12 Month Contract

Arafmi is a not for profit organisation with a proud history of supporting carers of people with mental health issues since 1976, providing services in the metropolitan area as well as in regional Western Australia.

Arafmi’s School Education program successfully delivers education in secondary schools to reduce the stigma of mental illness. School Education Officers work closely with volunteers who accompany them to schools and provide personal stories of their own mental health experiences.

We are looking for a mature, conscientious, team player with energy and enthusiasm for this additional role. This person will join the current School Education Officer to expand the delivery of our current program. Education is primarily delivered in the Perth metropolitan area. These positions are also responsible for school holiday activity programs for young carers.

The position reports to the General Manager - Services and Operations.

A degree or qualification in a Social Work, Teaching, Psychology, Counselling or Mental Health area will be well regarded.

A current Drivers License, Police Clearance and Working with Children Check are essential.

The Position Description and Selection Criteria are available from Anne McCarthy by email to anne.mccarthy@arafmi.asn.au, or (08) 9427-7100. Further information on the position is available from Julie McChesney, Acting General Manager - Services and Operations.

It is essential to address all selection criteria in your application.

Please forward applications to above email address.
FUNDRAISING / EVENT OFFICER - RELAY FOR LIFE

Cancer Council Western Australia is committed to “reducing the impact of cancer on our community” and is seeking a person with passion and commitment to assume the role of Event Officer overseeing Relay For Life, which raises vital funds for research, education and support programs.

Working in a team of 3, this role includes:

- Overseeing team recruitment and registration.
- Work closely with teams, providing information and assistance
- Responding to telephone enquiries regarding the event
- Promotion of the event
- Quotes, ordering, arranging delivery of event merchandise
- Working closely with and overseeing event volunteers
- All administration tasks associated with the event
- Production of financial reports associated with the event.

In considering this position, applicants must possess:

- Well developed computer and administration skills (MS Office)
- Experience in or willingness to learn web based platforms
- Sound understanding of financial budgets
- Excellent interpersonal, communication (written and oral) skills including public speaking
- Excellent time management skills with the ability to multi task and work to deadline
- Good people skills with the confidence to speak to small groups with enthusiasm and motivation
- Physically able to perform logistical tasks
- Flexibility to work after hours and travel to regional centres with overnight stays

This is a fantastic opportunity to join this organisation which fosters career progression, whilst working on an inspirational event providing satisfaction and a wonderful sense of “self”.

The person we seek must have a clear idea of the fund-raising environment, be fully hands-on with a great energy and desire to work with and empower passionate volunteers in the organisation of Relay For Life events. You must be able and willing to carry out a multitude of tasks simultaneously with calmness and a sense of humour.

Phone Carol xxxxx on 9xxxx xxxx for further information or email resume details to frontlinepersonnel@bigpond.com
HEALTH PROMOTION OFFICER - WA CERVICAL CANEER PREVENTION PROGRAM

Salary: HSU Level G5 $64,318 - $69,876 pa (from the 1st July 2010)
Location: Women and Newborn Health Service, Perth
Work Type: Fixed Term - Full Time
Position No: WN256458

Job Description
In this role you will plan, implement and evaluate statewide health promotion and education programmes relating to the WA Cervical Cancer Prevention Program’s core target groups. Coordinate the development, production, evaluation and distribution of informational and educational resources and materials.

SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS
1. Demonstrated verbal and written communication skills including public speaking, report writing and media liaison.
2. Demonstrated interpersonal skills including the ability to liaise and negotiate effectively with community and professional groups and individuals.
3. Demonstrated experience in the planning, implementation and evaluation of statewide promotional programs and campaigns.
4. Proven high level of experience in the development, production, distribution and evaluation of promotional and educational materials and resources.
5. Demonstrated ability to exercise initiative and work within a team environment.
6. Demonstrated organisational and time management skills.
7. Possession of a current C or C-A driver’s licence.
8. The ability to travel and stay away from home as required.

DESIRABLE REQUIREMENTS
1. Tertiary qualifications in a relevant discipline.
2. Relevant experience in the use of personal computer software applications, including word processing.
3. Knowledge of women’s health and cancer screening and prevention issues and experience in working with Aboriginal women, women from non-English speaking backgrounds and rural women.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
HEALTH PROMOTION OFFICER - TOBACCO CONTROL

Salary: $64,318 - $69,876 pa
Location: Northam
Unit/Division: Wheatbelt -> Population Health
Work Type: Fixed Term - Full Time
Position No: CH613921

Fixed Term Contract to 30th June 2013, Full Time – 76 hours per fortnight

Job Description:

We are looking for a suitable applicant for the position of Health Promotion Officer in our Wheatbelt Aboriginal Health Service. This is a COAG position funded to 30th June 2013. The successful applicant will work in collaboration with the Manager, Wheatbelt Aboriginal Health Service, key stakeholders and community representatives to develop, plan, implement, research and evaluate tobacco control health promotion programs for Aboriginal people serviced by the Wheatbelt Aboriginal Health Service.

The successful applicant will require

• Demonstrated ability and experience working with Aboriginal and Torres Strait Islander people including demonstrated knowledge and understanding of the WA Health Aboriginal Cultural Respect Implementation framework,

• Proven oral communication and interpersonal skills, including consultation, liaison, negotiation and group presentation

• Demonstrated sound level of oral communication skills, including report and grant writing

• Demonstrated ability to work independently and in a multidisciplinary team.
REFERENCES


Contacting the Careers Centre...

Feel free to visit us at Building 303
Email us at careers@curtin.edu.au
Give us a call on (08) 9266 7802
Or check out our website at www.careers.curtin.edu.au

Stay connected to the Careers Centre with Jobs and Events Connect. Access new jobs posted daily, workshop information, special events and employer presentations.

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