



POSITION DESCRIPTION

Position title: Health Promotion Advisor

Location: L.1 27 Gillies Ave, Newmarket, Auckland

Responsible to: The Executive Director

Hours: Full-time – 37.5hrs per week

Date Prepared: February 2017

Background

Alcohol Healthwatch (AHW) is an established Charitable Trust with a mission to reduce alcohol-related harm through effective health promotion. Based in Auckland and funded by the Ministry of Health, AHW delivers a range of local and national health promotion programmes, for example: promoting and supporting evidence-based policy and collaborative planning; mobilising and building community and sector capacity; raising awareness and understanding of alcohol-related harm and harm prevention approaches.

Purpose of position:

To increase the uptake of evidence-based policies and interventions to reduce inequities in alcohol-related harm in Aotearoa New Zealand.

Key tasks include:

- To seek, source and collate research and information on alcohol-related harm
- Develop evidence-based policy documents (e.g. position statements, policy submissions, etc.)
- Develop and implement project/campaign plans to achieve strategic policy objectives
- Develop communication materials to support the activities of AHW
- Co-ordinate meetings, workshops and forums to raise awareness, build knowledge and skills, and support collaborative planning
- Develop and maintain relationships with a range of national and international colleagues, including researchers, regulatory agencies and other stakeholders
- Respond efficiently to requests for information and advice
- Manage or support collaborative projects as planned
- Undertake other relevant tasks as directed
- Participate in AHW planning and development activities

Person specification:

Skills and competencies

This position requires the following skills and competencies to be demonstrated at a proficient level:

- Ability to gather, understand and analyse relevant research and information
- Ability to develop and maintain relationships and networks with a wide range of stakeholders
- Ability to utilise a wide range of communication channels to disseminate information
- Ability to support the development of knowledge and skills of others
- Ability to think and plan strategically
- Ability to advocate and promote ideas effectively
- Excellent written and oral communication
- Sound project planning and management ability
- Collaborative and proactive working style
- Computer literacy
- Ability to manage a diverse workload and problem-solve

Qualifications, knowledge and experience

A recognised tertiary qualification in a relevant field (e.g. public health, education, social science) is required. A background in Communications is strongly desired.

Knowledge and understanding of Te Tiriti o Waitangi is essential, especially as it applies to improving health outcomes for Māori and reducing health inequities.

The role also requires demonstrated knowledge and experience in some or all the following areas:

- Public health issues
- Health promotion theory, models and practice
- Local and national government policy processes
- Legislative and regulatory processes
- Research, planning and evaluation models

Relationships

Positive working relationships will need to be developed and maintained internally with all members of the AHW team and Board of Trustees and externally with the following people and agencies:

- Regulatory agencies as outlined in the Sale and Supply of Alcohol Act 2012
- Health promotion, injury prevention, road safety and allied health workforces
- Community groups
- Ministerial and governmental departments
- Local Authorities – elected members and staff
- Members of Parliament
- Media

General Information

Each member of the team plays an important role in contributing to the achievement of the vision of AHW. We aim to provide a workplace that is co-operative, supportive and stimulating for all team members. Team members are encouraged and are supported to identify and work with an external coach/mentor.

The role requires some travel both locally and nationally. A clean New Zealand drivers licence and a reliable vehicle are necessary and reimbursement for work use is made according to organisational policy.

We have a flexible work-hours policy and car-parking is available.

We will negotiate a competitive salary with the preferred applicant in line with their level of skills and experience.