



Dublin City University

Department of Sport and Health Campus

Health Promotion Officer (Grade V)

Twelve Month Fixed Term Contact

Job Purpose:

DCU is implementing a Health Promoting University/Healthy Workplace project in line with the University's strategic priorities. Our Mission is 'To create a healthy campus which promotes physical, mental and social wellbeing where communities thrive'. The purpose of the Health Promotion Officer role is to support the work of the Health Promoting University/Healthy Workplace project as directed by the DCU Healthy Steering Committee.

The role of the Health Promotion Officer is to promote awareness of health and wellbeing and to motivate staff and students to increase control over their health, through planning, coordinating and implementing health & wellbeing interventions, education campaigns and initiatives.

Duties & Responsibilities:

1. Coordinate and provide administrative support for the DCU Healthy Steering Committee and subsequent Working Groups and Task Groups
2. Co-ordinate the identification, development and delivery of health promotion policies and initiatives in action areas including but not limited to Healthy Eating, Alcohol, Mental Health, Smoking, Sexual Health, Physical Activity etc.
3. Coordinate the development of a systems-wide health orientation with attention to 'choice architectures' and conditions for health improvement
4. Source and/or develop health promotion materials and public information campaigns.
5. Develop and maintain DCU Healthy communication channels, including website content and social media for DCU Healthy

6. Evaluate, monitor, and review health promotion programmes to ensure effectiveness and provide recommendations for future programmes
7. Work in collaboration with various administrative and academic departments in DCU, including but not limited to the need to cooperate and liaise with the Human Resources Department Student Support & Development, Office of Student Life, Students' Union, DCU Sport, School of Nursing & Human Sciences, School of Health and Human Performance etc.
8. Liaising as appropriate with external organisations including but not limited to other universities, community groups, Healthy Ireland, HSE Health Promotion Units etc.
9. Performing such other duties related to the post as assigned from time to time by the DCU Healthy Steering Committee and/or the Director of Sport and Healthy Campus.

Role specifications

Education:

Candidates must hold a primary degree or postgraduate qualification, preferably in a health promotion discipline or a health related field.

Experience:

- A minimum of three years' experience in a health promotion or health related discipline
- Experience of developing, organising, marketing and implementing health promotion policies and initiatives
- A proven track record of project development and implementation across different disciplines
- Excellent communication and negotiation skills
- Excellent IT Skills, including web editing
- In-depth knowledge of health-promoting organisations in the wider environment

Salary Scales:

Snr. Admin Assistant I: €46,917 - €56,534

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Snr. Admin Assistant salary scale in line with current Government pay policy.

Closing date: 29th January 2018

Informal Enquiries:

Informal enquiries may be addressed to Mr. James Galvin, Director of Sport and Healthy Campus, james.galvin@dcu.ie. Please do not send applications to this email address, instead apply as described below.

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Ref 742A-Health Promotion Officer

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

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