

<b><u>POSITION DESCRIPTION</u></b>	
<b>NAME:</b> NSW Falls prevention Network	<b>JOB TITLE:</b> Project Officer (0.5 FTE)
<b><u>PRIMARY JOB PURPOSE:</u></b>	
The NSW Falls Prevention Network aims to contribute to the prevention of falls and harm from falls among older people through supporting consultation, cooperation and liaison between those involved in falls prevention and to provide the latest fall prevention research evidence, information and resources to support falls prevention practice and policy.	
<b><u>REPORTS TO: (Performance reviewed by):</u></b>	<b><u>JOBS REPORTING TO THIS POSITION:</u></b>
Professor Stephen Lord	Nil
<b><u>ACCOUNTABILITIES: Key areas of responsibility</u></b>	
<p>Support networking of professionals and others who have a role in falls prevention among older people (e.g. health professionals, government, community and residential aged care providers, non-government organisations) through information provided on the Falls Network website, email listserv and bimonthly Falls Links newsletter and social marketing and social media. Support Local Health District Falls Coordinators and the work of the NSW Falls Prevention Program, Clinical Excellence Commission (CEC).</p> <p>Organise falls prevention forums/rural forums/webinars to highlight latest research, to showcase initiatives in falls prevention within NSW Health and other organisations, and to build networks between people working to support falls prevention within NSW.</p> <p>Support dissemination of research evidence and falls prevention initiatives taking place within NSW and Australia to Network members through the e-mail listserv, Falls Links e-newsletter and website.</p> <p>Support sharing of resources developed and exploration of opportunities to combine resources in joint initiatives such as collaborative projects.</p>	
<b><u>CORE COMPETENCIES/REQUIREMENTS/EXPERIENCE:</u></b>	
<p>Key selection criteria:</p> <ul style="list-style-type: none"> <li>• A background in health care</li> <li>• Demonstrated organisational skills and ability to work to deadlines</li> <li>• Demonstrated ability to work independently and within a team</li> <li>• Excellent oral and verbal communication skills including networking skills</li> <li>• Excellent writing skills including report writing</li> <li>• Excellent computer skills including Microsoft Office and Adobe suite</li> </ul> <p>Desirable but not essential selection criteria:</p> <ul style="list-style-type: none"> <li>• Experience in managing a website</li> <li>• Knowledge or experience in older people's health</li> <li>• Experience in organising large meetings/forums</li> <li>• Willingness to travel for rural forums</li> </ul>	
<b><u>OUTCOMES/DELIVERABLES (Measurable Output):</u></b>	
<p>Provide activity reports to and support the NSW Falls Prevention Network Advisory Committee.</p> <p>Provide regular reports of activity and expenditure to the CEC.</p>	
<b><u>KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:</u></b>	
Management team: Professor Stephen Lord, A/Professor Kim Delbaere, Dr Daina Sturnieks	

Ms Lorraine Lovitt, Lead NSW Falls Prevention program, Clinical Excellence Commission  
Local Health District Falls Coordinators, NSW Health

**WHS RESPONSIBILITIES:**

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions

**Signed by employee:**

Name: .....

Signature: .....

Date: .....