

# POSITION DESCRIPTION

<b>POSITION TITLE &amp; NUMBER:</b>	Healthy Communities Officer – Evaluation (#559)
<b>EMPLOYMENT STATUS:</b>	Full or Part time (0.8 - 1.0FTE negotiable), Temporary (to April 2025)
<b>CLASSIFICATION:</b>	Band 6
<b>FULL TIME STARTING SALARY:</b>	\$88,418 plus superannuation
<b>UNIT:</b>	Active and Healthy Communities

## APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

## THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

## THE UNIT

The Active and Healthy Communities Unit delivers integrated policy, planning, programs and infrastructure that support the community by making healthy choices easier choices. Located within the Healthy Communities and Environments Directorate, areas of focus include physical activity, healthy eating, smoking cessation and minimising harm from drugs and alcohol.

All initiatives include the application of an equity lens to ensure engagement from all members of the community despite their age, gender, cultural background or ability. These initiatives are delivered utilising funding from Council, the community, the Commonwealth and/or State government. The Unit also takes a leadership role in the provision of social planning support for the wider organisation as well as acting as the client for the upgrade and development of recreation infrastructure.

## POSITION OBJECTIVE

- Lead monitoring, evaluation and learning (MEL) projects, processes and support within the Active and Healthy Communities Unit.
- Lead and undertake monitoring, evaluation and learning capability building for the Healthy Communities and Environments Directorate and organisation.

## KEY RESPONSIBILITIES AND DUTIES

- Provide 'critical friend' coaching, subject matter skills and technical advice to the Unit, Directorate, key partners and relevant stakeholders on monitoring, evaluation and learning good practice.
- Lead and complete monitoring, evaluation and learning good practice for discrete projects for the Unit, Directorate and organisation.
- Interpret and apply emergent relevant research / evaluation frameworks and methods to provide appropriate monitoring, evaluation and learning guidance, tools, resources and training.
- Apply change management techniques using relationship building principles to engage, support and transition stakeholder to monitoring, evaluation and learning good practice.

Our Values & Behaviours



- Participate in, and support research of, policy, strategy development and emerging issues.
- Contribute to enhancing the local prevention system by identifying opportunities, gaps and potential issues, including the assistance to senior management with continuous improvement support in project management administration.
- Make decisions on matters which are the responsibility of the position, provided they are within delegated authority, legislative requirements, established policy or recognised standards.
- Ensure all communications and actions are inclusive of all cultural groups and community diversity and actively encourage community participation and empowerment with a genuine commitment to social justice, health equity and equality.

## SKILLS AND ATTRIBUTES

Technical/specialist skills:	Health promotion, leadership, project management, budgets, data analysis, research and evaluation
Personal attributes:	Communication, stakeholder engagement, teamwork, time management, customer service, attention to detail, strategic thinking

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Active Communities
Supervises:	Nil
Internal Liaisons:	Staff members, Managers and other City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

## ADDITIONAL INFORMATION

- A satisfactory Police Record Check, Working with Children Check and evidence of any required vaccinations is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

## QUALIFICATIONS

- Degree or Diploma qualification with some relevant experience or substantial relevant experience in health promotion, community engagement, evaluation or similar discipline is essential.

## KEY SELECTION CRITERIA

- Demonstrated knowledge and comprehension of in contemporary public health approaches, particularly MEL approaches.
- Demonstrated experience in identifying and leading the implementation of appropriate evaluation methods, development of key evaluation questions and logic modelling.
- Demonstrated ability and experience in providing capability building support, training, programs and / or services.
- An effective team member with demonstrated experience in building relationships, and the ability to work cooperatively and positively in a sensitive and confidential environment.
- Skills in managing time, setting priorities, planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible.
- Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing external correspondence.

## BAND 6 CLASSIFICATION DESCRIPTORS

### ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Formal input into policy development within the works units area of expertise and/or management.

### JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes developed from theory, evidence or precedent.
- Ability to improve and/or develop methods and techniques generally based on theory, evidence or precedent.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

### SPECIALIST SKILLS & KNOWLEDGE:

- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- An understanding of the long term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Knowledge and understanding of the principles and practices of public health and health promotion.
- Ability to identify and understand the implementation of appropriate evaluation and research methods.
- Require a familiarity with relevant budgeting techniques.
- Basic analysis of quantitative and qualitative data.
- Proficient in the use of computer software including Microsoft office suite.

### MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

### INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.