

POSITION DESCRIPTION

COORDINATOR HEALTH AND WELLBEING

Position Number:	623001
Department:	Community Services
Division:	Community and Council Planning
Location:	Bannockburn Customer Service Centre, 2 Pope Street Bannockburn
Employment status:	Permanent, full time
Classification:	Band 7 plus superannuation
Date:	September 2020

POSITION OBJECTIVES

Golden Plains Shire is situated between the regional centres of Ballarat and Geelong. It is a predominantly rural municipality comprising a number of small towns, and is the third fastest growing municipality in rural Victoria. There is limited access to transport, and comparatively few local services, leading to a high dependency on services located in Ballarat and Geelong. For the significant number of young families in the area, and for older people living alone, the sense of isolation may be particularly acute.

Golden Plains Shire Council is uniquely placed as the only Local Government to receive Integrated Health Promotion Funding from the Department of Health and Human Services to conduct an ongoing health and wellbeing program ("the program") within the Shire. The program aims to create a healthier Golden Plains community, and is framed around applying the social model of health to service planning and provision.

The program is conducted in conjunction with project partner, Integrated Living Australia and with support from Barwon Health. The program is framed around three hubs located in the north, centre and south of the Shire, and utilises a community capacity building approach that meshes with Council's existing community development program.

POSITION OBJECTIVES

- To develop the Municipal Public Health and Wellbeing Plan and Integrated Health Promotion Plan using an evidence based approach to identifying priority areas of work for 2021-2025.
- To utilise a community development approach in working with project partners and the community to improve the health and wellbeing of the Golden Plains community.
- To actively work with program partners and the community in order to provide strategic health planning and policy development for Golden Plains Shire Council and to co-ordinate projects/programs that contribute to the good health, and wellbeing of the Golden Plains community.
- To actively identify service development and delivery issues and initiatives and seek funding opportunities that enhances the health and wellbeing outcomes for the community.
- To develop and promote Council's health and wellbeing initiatives.

- To undertake regular evaluation of the program.
- To manage all aspects of the health and wellbeing contracts with the program partners.

ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



Reports to :	Manager Community and Council Planning
Directly Supervises:	Social and Population Health Planner, Health and Wellbeing Planner, Health Promotion Officer, Social Connection Project Worker (temporary). May also supervise casual staff, volunteers and students.
Internal Liaisons:	Community Services Staff, Councillors and Other Council Staff
External Liaisons:	The Golden Plains Community, Barwon Health, Ballarat District Nursing & Health Care, Ballarat Community Health Centre, and other service providers, Central Highlands Primary Care Partnership, Barwon Primary Care Forum, Health Promotion networks, Department of Human Services, Department of Health, Relevant Local, State and Federal Government departments, Other Professionals as required.

KEY RESPONSIBILITIES AND DUTIES

Duties of the Position

- To lead the development, implementation and reporting of the Municipal Public Health and Wellbeing Plan and Integrated Health Promotion Plan.
- To provide effective leadership, support and guidance to the Health and Wellbeing Team.
- To utilise a community development focus in working with the community, project partners, and other stakeholders to develop and implement comprehensive evidence based health and wellbeing program within Golden Plains Shire.
- Maintain and strengthen working relationships with Council staff, project partners, key health and community agencies to facilitate a multi-agency response to achieving the strategic objectives of the Golden Plains Shire Council's Health and Wellbeing program and Municipal Public Health Plan.
- To identify, seek and optimise external funding opportunities for Council or multi agency initiatives that enhance health and wellbeing outcomes from State, Federal Government (and other organisations).

- To manage all aspects of the contracts between Golden Plains Shire, and the partners including Barwon Health in the south of the Shire, and Integrated Living Australia in the Centre of the Shire.
- Ensure that appropriate evaluation is undertaken of activities, initiatives, and the wider program.
- To manage all financial management and accountability for programs under the officer's responsibilities in accordance with approved budgetary expenditure.
- Prepare regular and ad hoc reports as required to assist the planning, management and evaluation of projects and programs.
- To promote Golden Plains Shire Council's health and wellbeing program initiatives locally.
- To develop a robust evidence base from which to monitor trends in health and wellbeing related issues that affect the community.
- Participate as directed in training and education to maintain an up to date knowledge of emergency management responses.
- Provide administration, logistics and specialist support and advice during CEO identified emergency events.
- Other duties within the scope of the employee's skills, competence and training as directed.
- To provide social planning advice to the Manager Community and Council Planning, and the Director, Community Services.
- To maintain key datasets required to inform social planning.

Emergency Management Responsibilities

Relief Centre Manager duties include:

- Read and understand the GPS Municipal Emergency Management Plan
- Complete all training identified in the MECC training plan
- Be familiar with the GPS Relief Centre facilities and the process of setting up
- Engage staff to coordinate the Relief Centre once evacuation has been ratified through the MECC
- Liaise with the MRM during the activation process as required
- Prepare rosters for staff changeovers (8 hour shifts) and inform MRM of staffing availability, including the inability to provide personal support staff
- Provide debriefing and support to Relief Centre Coordinators
- Document information and actions in the Relief Centre Activation Booklet
- Complete audit and replenishment of Relief Centre Kits at cessation of Relief Centre operation

Recovery Centre Manager duties include:

- Read and understand the GPS Emergency Management Plan
- Complete all training identified in the MECC training plan
- Be familiar with the GPS Recovery Centre facilities
- Activate the appropriate recovery centre under direction of the MRM

- Liaise with the MRM and appropriate support agencies to provide information and resources for the recovery centre
- Liaise with the MRM to promote contact numbers, locations and hours of recovery centres
- Report back to MRM immediately if recovery need exceeds resource availability
- Provide regular debriefing and support to recovery centre staff
- Participate in appropriate recovery committees if required
- Maintain a record of recovery centre processes for evaluation purposes

General Responsibilities

- Provide input into policy development and performance targets of the Unit.
- Act in accordance with Council's Customer Service Charter.
- Contribute to the Unit through efficient, effective and customer focused skills.
- Contribute to the development of the Unit's objectives, as well as the corporate goals of Council.
- Maintain confidentiality in respect of all dealing of a sensitive or confidential nature.
- Provide support to other Council staff as required.
- Other duties within the scope of the employee's skills, competence and training as directed.

Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Unit Manager, identify, review and implement strategies to improve service quality and efficiency.
- Maintain excellent team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Participate as directed in training and education to maintain an up to day knowledge of emergency management responses.
- Provide administration, logistic and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position participates in the development of policy.

- Work is of an investigative, analytical nature with freedom to act prescribed by a more senior position.
- The quality of work has a significant effect on the policies which are developed.

JUDGEMENT AND DECISION MAKING

- The position involves problem solving and policy formulation.
- Work is specialised with methods, procedures and processes developed from theory and precedent.
- Problem solving is based on the application of established techniques to new situations.
- In policy formulation the primary challenge is intellectual and will require the identification and analysis of an unspecified range of options before a recommendation can be made.
- Guidance and advice is not always available within the organisation.

SPECIALIST SKILLS AND KNOWLEDGE

The position requires proficiency in the application of a theoretical or scientific discipline in the search for solutions to problems. This includes knowledge of:

- Health promotion policy and practice.
- The Social Model of health.
- The design and undertaking of evaluation processes.
- Community development principles and practice.
- Skills in maintaining and interpreting datasets.

Analytical and investigative skills are required to enable the formulation of policy options from within an organisation-wide framework.

An understanding is required of the long term goals of the wider organisation and its values and aspirations and of the legal and political context in which it operates.

MANAGEMENT SKILLS

The position requires

- Managing time, setting priorities and planning and organising own work and the work of other employees so as to achieve specific and set objectives efficiently and within a set timetable despite conflicting pressures.
- Motivating, leading and supervising staff.
- An understanding and ability to implement personnel policies and practices including occupational health and safety and employee development.

INTERPERSONAL SKILLS

The position requires the capacity to gain co-operation and assistance from stakeholders. In particular, the ability to engage and collaborate with a number of stakeholders and influence change within a complex social/rural environment, and spanning a range of issues or disciplines. Specific skills include:

- Facilitation, presentation, negotiation, influencing and motivating skills.
- Community consultation skills.
- Networking and community liaison skills.

RESPONSIBILITIES FOR ALL GOLDEN PLAINS EMPLOYEES

Occupational Health and Safety

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

Risk Management

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments when requested.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

Records Management

Employees are required to follow all policies and procedures in relation to records management. Employees are expected to:

- Understand their records management obligations and responsibilities.
- Comply with Council records management processes.
- Keep accurate and complete records of business activities and decision making.
- Create records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

Community Engagement

Golden Plains Shire Council is committed to enhancing the opportunities it provides to the community to be involved in Council's decision making processes. Employees are required to demonstrate a commitment to community engagement. This includes:

- Adhering to Council's community engagement strategy, policy, and framework
- Providing genuine opportunities for the community to be involved in relevant Council decisions and projects
- Involving community members and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach
- Providing community members with relevant and timely information to inform their participation

Equal Opportunity

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS

- Tasks within this role may be required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Employment is subject to a satisfactory six month probationary period.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct.
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.

QUALIFICATIONS AND EXPERIENCE

The position requires skills and knowledge beyond those normally acquired by tertiary education alone. The qualifications and experience required includes:

- A tertiary qualification in health promotion, community development or similar discipline.
- Several years' experience in developing health and wellbeing programs, health policy, health planning.
- Experience in working across service disciplines and with internal and external providers to achieve identified service outcomes.
- A sound understanding of local government.

KEY SELECTION CRITERIA

Selection will be based on the following criteria. Reference will also be made to the skills, knowledge and attributes outlined in the Position Description.

- A tertiary qualification in the social sciences or related discipline (e.g. health promotion, community development, or social planning).
- Demonstrated ability to lead and undertake comprehensive strategic health planning and policy development for the preparation and delivery of the Municipal Public Health and Wellbeing Plan.
- The ability to lead and develop a team, building strong and cohesive working relationships.
- Facilitation skills and the ability to motivate others to act and contribute towards a shared goal.
- An understanding of frameworks for achieving positive health and wellbeing outcomes.
- An understanding of the issues associated with rural communities and health and wellbeing status.
- Substantial experience in developing health and wellbeing programs.
- Substantial experience in program evaluation, contract management, budgeting and staff management.
- The capacity to co-ordinate programs and partnerships; working both collaboratively and autonomously; and liaising with diverse stakeholders to negotiate satisfactory outcomes.
- Excellent conceptual, negotiation, problem solving, and written and verbal presentation skills.
- Experience in the use of Microsoft Office software including databases and the Internet.
- Experience in maintaining and interpreting datasets.
- Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

APPROVAL

Prepared By:	Ben Jordan – Manager Community and Council Planning
Approved By:	Lisa Letic – Director Community Services
Reviewed By (P&C):	Carol Jungbauer – People and Culture Officer
Date:	September 2020

Employee Acceptance:	
<i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.