

# POSITION DESCRIPTION

## SOCIAL AND POPULATION HEALTH PLANNER

**Position Number:** 623002

**Department:** Community Services

**Division:** Community Development

**Location:** Bannockburn Customer Service Centre, 2 Pope Street Bannockburn

**Employment status:** Permanent part time (0.6 FTE)

**Classification:** Band 6 plus superannuation

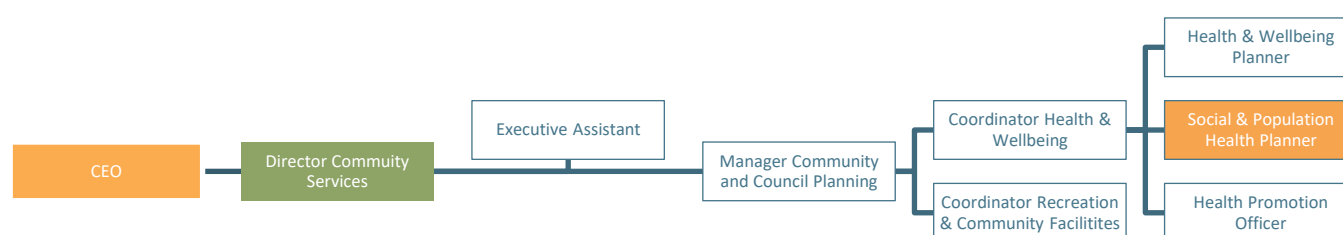
**Date:** July 2021

## POSITION OBJECTIVES

- Provide guidance to social planning activities
- Provide social planning input into cross-Council projects
- Contribute to policy and strategic plans for social issues that have been identified as priority areas for Council
- Provide expertise and input of health and social information during the development of the Council Plan and Municipal Public Health and Wellbeing Plans
- Contribute to a cooperative planning environment by working with internal and external stakeholders
- Identify service development and delivery issues and initiatives and seek funding opportunities that enhance the health and wellbeing outcomes for the community

## ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



**Reports to :** Coordinator Health and Wellbeing

<b>Directly Supervises:</b>	Nil
<b>Internal Liaisons:</b>	Community Services staff, other Council departments
<b>External Liaisons:</b>	The Golden Plains community, Barwon Health, Ballarat District Nursing and Health Care, Ballarat Community Health Centre, other service providers, Central Highlands Primary Care Partnership, Barwon Primary Care Forum, health promotion networks, Department of Human Services, Department of Health, other Councils, State and Federal Government departments, other professionals

## KEY RESPONSIBILITIES AND DUTIES

### Duties of the Position

#### *Social Planning and Research*

- Develop an evidence base and social planning tools/policy through quantitative and qualitative research such as social needs assessments, demographic analysis, surveys and focus groups
- Identify emerging social issues and develop Council policies to manage the issue
- Analyse and interpret population health and social data to identify local primary health and social infrastructure priorities.
- Identify population health trends and social infrastructure needs and issues specific to our communities in order to inform program and policy development.
- Undertake collection, collation, analysis and integration of existing regional and local health and social data from a variety of sources.
- Work with partners and the community to develop strategic health and social planning policies and strategies that contribute to the health and wellbeing of the Golden Plains community.
- Identify and provide data, information and expertise during the development of policies and Council strategies including the Council Plan, Municipal Public Health and Wellbeing Plan and the Municipal Planning Strategy.
- Monitor and research current social, political, economic and environmental issues and practices including those relevant to the Local Government sector, social planning, gender equity, inclusion, community development and health planning.
- Provide information and advice to other Council business units and service providers on social and health planning and policy issues and trends.
- Contribute to service planning and design that enables a multi-agency response to health and wellbeing issues.
- Provide advice, expertise and project management in undertaking social impact analysis, research, policy and program development.
- Maintain and strengthen working relationships with other Council staff, project partners, key health and community agencies to achieve the strategic objectives of the Golden Plains Shire Council's Health and Wellbeing program and Municipal Public Health and Wellbeing Plan.
- Other duties within the scope of the employee's skills, competence and training as directed.

## 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 and Team Leader, 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

This position provides specialist advice and information to other staff within the organisation and external stakeholders concerning social planning issues and policy.

Work is of an investigative, analytical nature with freedom to act prescribed by a more senior position.

The effect of decisions and actions taken may be significant, but are usually subject to appeal or review by the Coordinator Health and Wellbeing.

The position is responsible for :

- Raising awareness and advocacy of social planning, gender equity, inclusion, community development and health planning issues relating to Council's corporate objectives, community needs and service delivery
- Determining courses of action in consultation with Council officers and making recommendations to Council.
- Preparing reports to Council as required.
- Representing Council in approved forums.
- Effective representation of the community by participating in Council planning processes with contribution of relevant information and data for planning and service delivery.
- Formal input into the development of related policies.

## 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 usually available within the organisation.

The Social and Population Health Planner will have the ability to :

- Make formal recommendations regarding **social planning, gender equity, inclusion, community development and health planning issues**.
- Work with minimal supervision.
- Interpret and implement policy as required.
- Identify problems and recommend solutions within the scope of expertise.
- Implement projects in an integrated manner within existing work practices/procedures.
- Exercise judgement within the framework of the Council Plan, legislation, policies, standards and guidelines relevant to the work of the Unit.

## SPECIALIST SKILLS AND KNOWLEDGE

The officer is proficient in applying social planning theory knowledge and expertise in the search for solutions to community health and wellbeing problems. This involves analysing and investigating issues to enable the formulation of policy options within a broad organisation wide framework.

The officer has a comprehensive knowledge of the long-term goals of Council, Council's values and aspirations for community health and wellbeing, the Local Government sector and the legal / political context Council operates within.

The following will also be required:

- Ability to formulate programs, policies and procedures, analyse and prioritise work plans.
- Ability to advocate and negotiate to achieve specified outcomes.
- Understanding of community development principles and practice.
- Understanding of the **long-term** goals and policies of the Community and Council Planning Unit and how this relates to Council's objectives.
- **Well-developed** skills in social research, analysis and community profiling.
- Knowledge, application and understanding of social research sources including economic, demographic, social and environmental data.
- Experience in implementing strategic planning and policy development processes.
- **Well-developed** understanding of community and integrated planning.
- **Well-developed** data analysis skills to inform community and integrated planning.
- **Well-developed** conceptual, analytical and **problem-solving** skills.

- Understanding of **legislation**, policies, good practice and issues relating to:
  - **Gender equity**;
  - Disability;
  - Linguistic and cultural diversity;
  - Aboriginal & Torres Strait Islander Communities;
  - Lesbian, Gay, Bisexual, Transgender, Queer & Intersex (LGBTQI+) **Communities**;
  - Other **social** inclusion and diversity facets/aspects.

## MANAGEMENT SKILLS

The position requires skills in managing time, setting priorities and planning and organising own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

## INTERPERSONAL SKILLS

The officer can gain co-operation and assistance from members of the public and other staff and is able to liaise with their counterparts in other organisations to discuss specialist problems. The officer is able to resolve intra-organisational problems and has the ability to:

- Deal with challenging situations.
- Present a positive Council image.
- Work both independently and within a team.
- Identify and respond to community and stakeholder needs and expectations.
- Understand and work effectively with people of different abilities, cultures and socio-economic circumstances.

## 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*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

## 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

- As part of your role, may have contact with children. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.
- In your role as Social & Population Health Planner within the Community and Council Planning department, it is acknowledged that tasks within this role are often required to be undertaken in the evenings or on weekends. Refer to Clause 9.5 in Council's Enterprise Agreement No. 8, 2017 for the Work Team Arrangement conditions applicable to this role.
- 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.
- Maintain a satisfactory National Criminal History Check and Working with Children's Check.

## QUALIFICATIONS AND EXPERIENCE

The position requires a tertiary qualification in social planning, health promotion, community development or similar discipline with some relevant experience or through lesser formal qualifications with substantial relevant experience, or through substantial relevant experience in the field of specialist expertise in:

- Quantitative and qualitative research and analysis.
- Assisting in the development of health and social planning policies, strategies and plans
- Promoting health and social planning policies, strategies and plans
- Working across disciplines and with internal and external providers

## KEY SELECTION CRITERIA

1. A tertiary qualification in the social sciences or a related discipline (e.g. health promotion, community development, or social planning) or equivalent mix of relevant qualification and experience in the field of expertise
2. Knowledge and demonstrated understanding and expertise in social research, population health and social planning including:
  - Community and health service and infrastructure planning
  - Social impact assessments
  - Government legislation policy and principles relevant to health and social planning
  - Community development principles and practice
  - Health promotion policy and practice including the Social Model of Health.
3. Strong conceptual and analytical skills including the ability to develop, use and interpret datasets and produce high quality reports and presentations.
4. Advanced knowledge of research and statistical methods with proven skills in needs assessment, forecasting and social research design and implementation.
5. An understanding of the issues associated with rural communities including social and health and wellbeing status and the implications for service delivery and planning.
6. Demonstrated ability to gain co-operation and communicate effectively with a wide range of stakeholders including Council staff, relevant agencies and members of the community.
7. An ability to contribute and work effectively in a team environment and across multiple Council departments and diverse projects.
8. An understanding of local government and the role Council plays in developing communities and contributing to health and wellbeing.
9. Experience is using MS Word, Excel, PowerPoint, Publisher and the internet to produce documents, access programs, develop databases and create presentation and promotional material.

Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

## APPROVAL

<b>Prepared By:</b>	Coordinator Health and Wellbeing
<b>Approved By:</b>	Director Community Services
<b>Reviewed By (P&amp;C):</b>	Coordinator People and Development
<b>Date:</b>	July 2021
<b>Employee Acceptance:</b> (name and signature)	
<b>Date:</b>	



**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.*