

# Position description

## Wellbeing Officer

Division:	<b>Corporate Services</b>
Department:	<b>Strategy and Performance</b>
Reports to:	<b>Coordinator Workplace Safety and Wellbeing</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>Yalawanyi Ganya</b>
Grade:	<b>9</b>
Employment status:	<b>Full-time</b>
Hours of work:	<b>35</b>
Date approved:	<b>28 November 2023</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

The Wellbeing Officer promotes and supports the overall wellbeing of employees at MidCoast Council. The role works within the Workplace Safety & Wellbeing team and is responsible for designing and implementing wellbeing initiatives, programs and resources that enhance physical, mental and emotional wellness in the workplace.

### Key Accountabilities & Duties

- Provide specialist advice and support to staff that have sustained workplace injuries or non-work related injuries in accordance with legislative and operational processes.
- Liaise with stakeholders to develop recovery at work strategies; preparing, implementing and monitoring return to work plans and procedures to facilitate an early and safe return to work that is balanced with business operations and educational continuity.

- Maintain compliance with both workers compensation and injury management legislation and departmental policies and procedures to improve work health and safety performance.
- Research and lead the implementation of wellbeing strategies and programs that enhance the overall wellbeing of employees within MidCoast Council, such as assessments and surveys, campaigns, development of resources, policies and procedures
- Guide and support to employees on wellbeing-related issues, including mental health, stress management, and work-related challenges
- Build and maintain relationships with internal stakeholders and external agencies to ensure effective claims and injury management
- Prepare and coordinate reports on the progress and status of workers compensation claims and non-work-related rehabilitation programs including in response to correspondence.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Selection Criteria





1. Relevant tertiary qualification/s in Human or Health Sciences, Work Health & Safety with a demonstrated experience working in a related field
2. Return to work coordination training or equivalent work history/experience
3. Understanding of factors that impact on worker wellbeing
4. Ability to work collaboratively and confidentially with key stakeholders to achieve high quality work health and safety and wellbeing outcomes
5. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
6. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
7. Current Class C Drivers Licence

## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Adept
	<b>Display Resilience and Adaptability</b>	<b>Adept</b>
	Act with Integrity	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 <b>Relationships</b>	Communicate and Engage	Adept
	<b>Community and Customer Focus</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
 <b>Results</b>	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Create and Innovate	Adept
	Deliver Results	Adept
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Intermediate

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee Name:

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒