Community Health and Engagement Project Officer

Position description

November 2021

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Position title	Community Health and Engagement Project Officer
Classification	Band 6
Directorate	Corporate and Community Services
Department	Corporate and Community Services

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This position is responsible for facilitating the planning and development of strategies to support the delivery of the Municipal Public Health and Wellbeing Plan 2021-2025 (MPHWP).

Key responsibility areas

- Provide high level strategic planning, policy, research and strategy advice to inform the development of age-specific action plans to support the implementation of Council's MPHWP.
- Engage the community and other stakeholders in the process through workshop facilitation and other processes as appropriate
- Develop specific policies, strategies and plans to increase the health and wellbeing of the community
- Deliver the VicHealth partnership program *'Ready for Life: Early Years in Northern Grampians Shire'*
- Deliver the *Age-friendly Communities* project
- Develop specific actions focussed on access and social inclusion for people living with disability
- Develop a partnership framework for the ongoing delivery of the MPHWP
- Co-design the delivery of initiatives and programs that build local capacity
- Collate necessary documentation and information and support management in report preparation, including budget, progress and acquittal reporting.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Manager Community Services
Manages	Nil
External relationships	Local residents, community groups, local health and community services organisations, local schools
Internal relationships	All Council employees

Accountability and extent of authority

This position is accountable for:

- ensuring the quality of work performed and that tasks are performed in an efficient, effective, and accountable manner;
- maintaining accurate and up-to-date records;
- freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives.

Judgement and decision making

- Ability to improve or develop methods and techniques to successfully deliver work based on previous experience.
- Ability to problem solve which may involve application of these techniques to new situations.
- Guidance and advice is usually available.

Specialist skills and knowledge

- Understanding of, and experience in, community engagement practices and co-design methodology
- Experience in partnership development and management
- Experience in writing strategies and policies
- Understanding of objectives and policy framework of population health
- Knowledge of the current legislative environment as it applies to the responsibilities of this position.

Management skills

- Demonstrated ability to plan, prioritise and organise work to achieve specific and set objectives within the available resources and set timeframes.
- Well-developed organisational skills, to ensure identification of key tasks and stakeholders, and follow up of actions and implementation of tasks.

Interpersonal skills

- Demonstrated ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of project objectives and outcomes.
- Demonstrated ability to work as a team member and manage oneself in a manner that provides a positive and supportive influence on other employees and the community
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions internally to resolve intra-organisational problems.
- Demonstrated ability to work in a politically sensitive environment and maintain confidentiality

Qualifications and experience

- Degree or Diploma qualified in Community Development, Public Health, Health Promotion or Social Science with experience, or relevant experience in a similar role i.e. youth work, social work, community services, community development.
- Previous experience in the preparation of research, project planning and delivery, partnership development and management, and community engagement.
- Experience working in local government or community health roles
- Strong administrative skills including previous experience in the preparation of reports, program proposals, grants and acquittals

Selection criteria

1. Degree or Diploma qualification in community development, public health, health promotion or social science with some experience, or substantial relevant experience in a similar role *i.e.* youth work, social work, community services, community development.
2. Previous experience in project planning, implementation, evaluation, and analysis.
3. Ability to communicate effectively and appropriately with diverse range of stakeholders, including collaboration with community and employees across all demographic cohorts.
4. Experience in community and stakeholder engagement, workshop facilitation and co-design principles.
5. Demonstrated ability in writing strategies and policies.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Covid 19 Vaccination – The incumbent must be fully vaccinated against Covid 19 and provide evidence.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	November 2021
Prepared by	Manager Community Services
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status] [acceptance_date]

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[candidate_name]