

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Health and Wellbeing Planning Officer
Classification:	Band 5
Business Unit:	Community Wellbeing
Directorate:	Wellbeing, Planning and Regulation
Reports to:	Community Wellbeing Coordinator

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldy, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero-tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

The Health and Wellbeing Planning Officer will contribute to improved health and wellbeing outcomes for the Southern Grampians Shire community through strategic planning, supporting partnerships, operating in a collaborative working environment in the development and delivery of actions as identified in relevant documents and plans.

Key Responsibilities

- Assist the Community Wellbeing Coordinator in achieving health and wellbeing goals, as outlined in the council's strategic plans and priorities, by contributing to the development, implementation and monitoring.
- Engage across the organisation to achieve affective engagement with community groups and networks, empowering the community to be actively involved in civic life and influence plans and strategies.
- Support with municipal recovery efforts during and post-emergency events, ensuring a comprehensive and timely response to address community needs and wellbeing
- Foster and strengthen community resilience through collaborative partnerships with internal departments, external agencies, and community organizations, to develop and implement proactive strategies.
- Facilitate and support outlying communities, build partnerships, plan, and develop strategies to support and empower local communities to increase inclusion, resilience, and participation
- Build trusted partnerships with internal and external stakeholders to plan, implement and report on projects
- The position will engage with a wide range of community members and groups and collaborate with strategic networks that aim to improve services and support the community
- Assist the Coordinator Community Wellbeing to support the establishment of community reference groups and processes to encourage and foster collaboration and open communication between Council and community stakeholders
- Coordinate engagement with key partners and stakeholders to represent community needs identified from the Council Plan and community consultation
- Engage with groups and networks that provide representation for marginalised community members, bring back and share information on their needs and aspirations
- Provide reports against relevant Council Plan, Action plan, and/or the Municipal Public Health and Wellbeing Plan
- Provide support to the Coordinator Community Wellbeing with initiatives, planning and reporting across the business unit and with broader council engagement where required
- Encourage innovation in the delivery of services and activities
- Support organisational development and continuous improvement initiatives within the Council Contribute to documenting, flowcharting and developing processes across the organisation

Extent of Authority

- Will be required to work within the available resources in accordance with Councils Corporate goals, policies, and financial budgets

- Operate within Councils policies and procedures regarding levels of authority
- Be accountable for ensuring administrative duties are completed in accordance with direction of management and Council policies and procedures
- Represent Council at meetings and functions as required
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision Making

- Under general supervision and guidance by the Coordinator Community Wellbeing, this position has the authority to act in carrying out the duties and responsibilities specified within the position description and within Council's adopted levels of authority.
- Problem solving may be involved, referencing guidelines and applying specialist knowledge, with an ability to refer complex issues, where required.

Specialist Skills and Knowledge

- Skills and practical experience with community development, community engagement, inclusion and participation and community planning strategies
- Facilitation and community engagement skills
- Excellent written and verbal communication skills
- Knowledge of stakeholder and project management
- Community development and community engagement principles and practices

Management Skills

- Proven ability in project management, managing time, setting priorities, planning, and organising one's work
- Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety
- Demonstrated ability to establish and maintain productive relationships with staff, community, internal and external stakeholders
- Ability to apply initiative and innovative thinking to organisational problems
- Appropriate skills to achieve the annual action plan and strategic performance objectives set for the position
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare

- Contribute to OHS consultation processes
- Prompt reporting of hazards and incidents

Inter-personal Skills

- Demonstrated ability to engage and build strong relationships with Council, clients, members of the public, other employees, and representatives of other organisations
- Ability to demonstrate high level interpersonal and written communication skills with internal and external stakeholders, Council and community members.
- Capacity to deal with sensitive issues, maintain confidentiality and protect privacy
- Demonstrated commitment to quality customer service
- Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational issues

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Qualifications and Experience

- Relevant qualification in health promotion or community development is desirable

- Current drivers licence
- Demonstrated experience in working with stakeholders both internal and external to advocate, partner or deliver community projects, programs, and activities, preferably in health promotion
- Experience in working with community groups including those that are marginalised, vulnerable or isolated
- Experience in delivery of community projects or programs, Stakeholder, and project management
- Working with Children's Check maybe required

Key Selection Criteria

The employee will demonstrate the following:

- An understanding of health and wellbeing issues experienced in rural communities
- Relevant qualification or experience in health promotion or community development is highly desirable
- Knowledge and understanding of the role that health and wellbeing plays in our community
- An ability to work independently when required as well as the ability to contribute to and work collaboratively as part of a multidisciplinary team
- Demonstrated time management skills, including the ability to prioritise work to meet required deadlines
- Strong interpersonal skills and the ability to work within a team and develop relationships with community groups and networks
- Ability to work collaboratively with partners, stakeholders and community groups

Agreement

I, have read and understand the objectives and conditions of the above-mentioned role.

Signature:

Date: