

Position:	Coordinator Community Health and Development
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 8
Division:	Community Life
Unit:	Community Health and Development
Date Reviewed:	July 2024
Approved By:	General Manager Community Life
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

- We set clear expectations
- We are accountable for our actions
- We get things done

We See Opportunity

- We look for better ways
- We are open minded
- We learn from our experiences

We Work Together

- We value strengths and differences
- We seek to work with others
- We help people to succeed

We Make a Difference

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

POSITION OBJECTIVES

Leading a coordinated approach to Council's community development (including place-making), health and wellbeing plan, volunteering, gender equality and First Nations reconciliation across the organisation.

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Community Support

Supervises: Health and Wellbeing Advisor, Community Projects Officer, Community Development Advisor, Volunteer Advisor, Gender Equity Advisor, First Nations Engagement Advisor

Internal Relationships: All employees and Councillors

External Relationships: Government bodies and agencies including the commission of Gender Equality, non-government agencies, health and human services sector, First Nations service and government agencies including Registered Aboriginal Parties, service agencies and organisations, professional, not for profit, organisations, community groups and networks, community members

Position description

KEY RESPONSIBILITIES	MEASURABLE OUTCOMES
<p>Key area of responsibility</p> <p>Municipal Public Health and Wellbeing Plan:</p> <p>Lead the development, implantation and monitoring, evaluation and reporting of Council’s Municipal Public Health and Wellbeing Plan.</p> <p>Lead the design and delivery of health and wellbeing programs specified within the Municipal Public Health and Wellbeing Plan.</p> <p>Lead projects, programs and partnerships in primary prevention and health promotion to enhance community health and wellbeing outcomes for Surf Coast Shire.</p> <p>Principles:</p> <p>Embed community development, health and wellbeing and social equity principles across Council’s programs, policies and services.</p> <p>Advocate:</p> <p>Advocate for the community and represent their interests to other stakeholders, including other levels of government in matters related to social planning, community health and wellbeing, gender equity and First Nations Reconciliation.</p> <p>Community Development:</p> <p>Lead the development, implementation, monitoring, evaluation and reporting of Council’s Community development policy, framework and actions plans.</p> <p>Coordinate and manage the delivery of Council’s flagship community development programs including the Community Grants Program, Community Leadership Programs, Community Planning Program and support for place-based Community Networks.</p> <p>Lead volunteering support and development program for Council.</p>	<p>Council’s Municipal Public Health and Wellbeing Plan aligns with Statewide strategies and initiatives, allows for community led solutions to health and wellbeing, and is delivered in a way which maximizes collective impact. Reporting to both Council and the Department of Health is timely, accurate and transparent.</p> <p>Health and wellbeing initiatives are evidence based with identified need. Initiatives are delivered as committed to within the Municipal Public Health and Wellbeing Plan.</p> <p>Teams across Council have a measurably increased understanding of key principles as outlined. This understanding leads to noticeable change in the way programs, policies and services are delivered, with increased community development, health and wellbeing and social equity literacy visible in their design and delivery.</p> <p>Attendance at (and in some instances, the creation of) key networking opportunities across all portfolios. Demonstrated work in understanding community need and creating succinct processes for communicating this across Council.</p> <p>Council’s Community Development policy and action plan is underpinned by asset based principles, is evidence based, achievable and measurable.</p> <p>Community development programs are delivered to a high standard and reported on regularly.</p> <p>Volunteering policies and procedures are up to date, the program is innovative and continuous improvement is embedded in it’s delivery.</p>

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

Position description

Support the Community Health and Development Team to effectively perform the role of key contact and facility manager for Community Houses and Men's Sheds across the Shire.

Partnerships:

Identify opportunities to facilitate internal and external partnership development to increase coordinated planning and policy development, service development, advocacy and volunteering.

Develop strong, productive partnerships with external stakeholders, including community groups, to further community development, health and wellbeing, gender equity and respectful relationships with Traditional Owners and First Nations people across the shire.

Develop strong working relationships with all external partners in the Municipal Public Health and Wellbeing Plan and Community Development Action Plan.

Manage strong relationships and connections between internal and external stakeholders to strengthen relationships with Traditional Owners and First Nations people, including the management of relationships with Registered Aboriginal Parties.

Policy Development:

Lead program and policy development and delivery suing social and community analysis which provides strategic options for Council and its stakeholders to respond to community needs.

Leadership:

Provide subject matter leadership and advice in relations to community development, health and wellbeing and social equity, including First Nations engagement and gender equity.

Relationships with Community Houses and Men's Shed's are positive and productive.

A strong culture of strategic partnership approach is embedded within the team. Opportunities sought, and are cultivated when they arise.

Clear processes are developed and implemented for respectful engagement.

Policies and programs are informed by a strong evidence base, social equity framing and understanding of community needs. Community needs are mapped and communicated clearly through proven methods.

Consistent research into current issues and best practice informs advice.

Position description

Risk Management and Workplace Health & Safety

Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific.

Participate in the consultative processes provided by the organisation.

Fraud and Corruption

Ensure Council's Fraud & Corruption policy, program and the application of sound fraud & corruption management practices within the workplace and community are observed and complied with at all times.

Maintain awareness and keep updated with relevant training around fraud and corruption to ensure all staff meet the obligations of their role and fulfil their responsibilities in relation to fraud and corruption.

Participate in Fraud & Corruption training provided by the organisation.

Record Keeping

Understanding records management obligations and responsibilities.

Making and keeping accurate and complete records of business activities and decision making.

Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.

Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.

Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.

Potential breaches and incidents are reported in a timely manner using the correct channels of communication.

Work practices are conducted in line with Council's Fraud & Corruption policy.

Fraud & Corruption training and refresher training for all staff within the department is complete.

Ensuring the quality and accuracy of the data used or entered on Council databases and systems.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Ability to manage resources and a specialist team against broad objects within budget.
- Ability to develop and interpret policy.
- Freedom to act is wide, while limited to strategic alignment under current strategies and action plans.
- Provide advice and counsel that is relied upon for guidance and partial justification in adopting specific policies, with potential substantial impact on the organisation and/or the community.

JUDGEMENT AND DECISION MAKING

- Ability to work independently and show initiative in new and unexpected situations.
- This position entails primarily problem-solving, utilising specialised methods, procedures, and processes derived from theory or precedent.
- Demonstrate the ability to identify and analyse a broad range of options before making decisions.
- Develop policy options for consideration and decision by executive management, or Council.
- Apply established techniques to new situations and recognise when alternative approaches are required
- Seek external guidance and advice, when necessary, as it may not always be available internally.
- Ability to identify, analyse, and solve complex problems whilst identifying risks and finding solutions to those complex problems.

SPECIALIST SKILLS AND KNOWLEDGE

- Highly developed relationship management skills.
- Highly developed organisational and administrative skills.
- Highly developed analytical and strategic thinking skills.
- Excellent listening and verbal communications skills.
- Work may be outside original field of specialisation.
- Understanding of legal, socio-economic and political context of the position.

MANAGEMENT SKILLS

- Leadership of Community Health and Development team, which may include the supervision of tertiary qualified employees with extensive experience.
- Management skills to achieve objectives and goals, taking account of constraints and opportunities.
- Ability to contribute to long term workforce planning.
- Highly developed organisational skills, including sound project management skills and experience.
- Demonstrate proficiency in time management, priority setting, and efficient planning and organisation of work, both for oneself and other employees, to achieve specific objectives within available resources and set timelines despite conflicting pressures.
- Understand and implement personnel policies and practices, including the Enterprise Agreement, equal opportunity, health and safety policies, recruitment and selection procedures, position descriptions, and employee development.

OUR APPROACH

INTERPERSONAL SKILLS

- Highly developed oral communication skills.
- Ability to persuade, convince or negotiate with clients, community, colleagues, and/or other internal or external stakeholders in the pursuit and achievement of specific and set objectives.
- Provide effective leadership, motivation, and professional development for employees.
- Highly developed written communication skills and the ability to prepare reports, briefs and business documents, as well as marketing and communications tools.
- Ability to establish rapport and develop collaborative outcomes with other business areas and key stakeholders.
- Ability to creatively problem solve with internal and external stakeholder groups.
- Highly developed oral communication skills.

EQUAL OPPORTUNITY STATEMENT

Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

CHILD SAFE STANDARDS

Surf Coast 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.

Surf Coast 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.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

KEY SELECTION CRITERIA

MANDATORY QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in Health, Human or Community Services or a related field with several years of subsequent relevant experience.
- Substantial staff supervision experience in a relevant field.
- Exceptional strategic, policy and program design, monitoring and evaluation skills.
- Demonstrated experience and knowledge of community development principles and approaches.
- Demonstrated experience and knowledge of social planning and/or health promotion.
- Demonstrated experience in complex community consultations and engagement including excellent facilitation, negotiation, problem solving, relationship management and advocacy skills.
- Demonstrated understanding of gender equity and preventing gender-based violence theory and practice, including current policies, frameworks and legislation.
- A track record of earning and maintaining the trust and respect of internal and external stakeholders.
- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current WWCC.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council).

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Position description

- A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Experience in a Local Government environment.
- Experience in conducting community engagement and consultation activities.
- Experience in social policy.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.

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Employee

Dated: ____/____/____

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Direct Supervisor

Dated: ____/____/____