

POSITION DESCRIPTION

TITLE:	Healthy Communities Coordinator
CLASSIFICATION:	Band 7
STATUS:	Full Time
BUSINESS UNIT:	Community Strengthening
DATE:	November 2018

ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable present and future generations to live healthy and productive lives and enjoy the richness of the diverse and distinctive characteristics of the Shire.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

Teamwork:	We work collaboratively to achieve shared goals
Respect:	We value diversity and appreciate others
Accountability:	We are responsible for our actions and behaviours
Communication:	We communicate openly and share knowledge with others
Customer focus:	We consider the needs of others and make a difference for our community

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

ORGANISATIONAL RELATIONSHIP

Reports to:	Team Leader, Social and Community Planning
Supervises/Direct Reports:	Students on placements as required, consultants and contractors
Internal Liaisons:	All council staff, managers, councillors and CEO
External Liaisons:	Department of Health and Human Services (Central and Regional), Monash Health Community, Koo Wee Rup Regional Health Service, Enliven, other Local Government Councils, schools, workplaces, community groups/members, Universities, local networks, Government Departments and other key stakeholders as identified

POSITION OBJECTIVES

- To review, develop, monitor, evaluate and drive the delivery of Cardinia Shire's Liveability Plan 2017-29 (the municipal public health & wellbeing plan) across Council and in partnership with key organisations.
- To develop, expand, facilitate and monitor the provision of preventative health initiatives, projects and programs for Cardinia Shire Council in line with the Liveability Plan Action Agenda.
- To advocate to State and Federal Government and peak bodies for continued/new preventative health funding and /or initiatives in the Shire to support MPHWP priorities.

- Provide advice and support to the Liveability Partnership Steering Group and other key partner organisations.
- Undertake projects of a complex nature, prioritise, facilitate and deliver agreed outcomes in the required timeframe.

KEY RESPONSIBILITIES AND DUTIES

- Provide expertise to support preventative health work across Council and with external stakeholders.
- Develop a proactive and well informed community led partnership approach to identifying strengths, weaknesses and opportunities within the local and regional preventative health system.
- Support an integrated planning approach across Council to enhance the preventative health effort underway.
- Contribute to enhancing the local preventative health system by identifying gaps, potential or emerging issues; and initiate appropriate action where possible.
- Develop consultative processes to enable emerging issues and potential solutions to be explored and actions agreed with key partners.
- Build upon and maintain the partnership with Monash Health Community with respect to the preventative health workforce.
- Identify and apply for appropriate grant funding to support preventative health work and delivery of health promotion activities.
- Identify opportunities to influence policy and strategy within Council and other organisations to embed preventative health efforts and considerations.
- Prepare reports for Senior Management and Councillors as required in relation to preventative health work within Council.
- Support the placement of students, trainees.
- Ensure appropriate evaluation frameworks are developed for all preventative health work and relevant reports are produced and shared with Management and Senior Management.

Liveability Plan (Municipal Public Health and Wellbeing Plan)

- Monitor Cardinia Shire's Liveability Plan and Annual Action Agenda in line with statutory requirements and partnership principles.
- Champion and drive the actions and initiatives of the Liveability Plan internally across Council, with the Partnership Steering Group and to residents, community organisations and businesses.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to and promote IT, HR, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.
- Comply with the Community Strengthening Out of Hours and Lone Working procedure.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Initiate and facilitate preventative health efforts across Council, specifically within the key stakeholders who are able to influence the health of the communities in Cardinia Shire.
- Analyse qualitative and quantitative data to inform local level partnerships and planning; ensure results are communicated to senior management and key stakeholders.
- Oversee efforts and support Cardinia Shire Council to become a "Health Promoting Organisation".
- Develop collaborative relationships with internal and external stakeholders.
- Identify, notify and mitigate risks in line with Cardinia Shire Council policy and procedures.
- Develop policy and strategic plans as required.

JUDGMENT AND DECISION MAKING

- The incumbent is required to operate without direct supervision and receives only limited direction in the day to day functioning of their area.

- It is expected that balanced judgement be shown in all decision-making processes and that particular emphasis be placed on this aspect in the case of sensitive issues.
- The incumbent is expected to possess skills in identifying and developing policy options for consideration together with the ability to develop solutions based on established procedures or precedent and to recognise when new approaches are required.
- Guidance on specialist issues is not always available within the organisation.
- This position is responsible for providing accurate and appropriate specialist advice to Council, agencies and the community, regarding health promotion issues within industry and Council policies, standards or regulations.
- Position is required to solve problems and create procedures.
- Independent decisions can be made in regard to work priorities, problem solving, dealing with issues and action to be taken. Initiative and creativity is expected.

SPECIALIST KNOWLEDGE AND SKILLS

- Proven high level of report writing skills including the ability to research, analyse, collate and apply large amounts of information and data into concise and accurate documents.
- A high level of understanding and ability to apply health promotion theory, practice and strategies.
- Strategy development experience and/or understanding.
- Community consultation activities/approaches.
- Understanding of community development and capacity building principles.
- Knowledge in the use of MS Word, Excel, Power-point and Internet.
- Knowledge of relevant federal, state and local context relevant to preventative health initiatives.
- Apply for funding grants and manage expectations and requirements of external funding bodies.
- Budget management and acquittal processes.
- Comprehensive understanding of local government's role in health promotion.
- Strong understanding of relevant legislative requirements that relate to Municipal Public Health and Wellbeing Plans.
- Advocacy and negotiation skills.

INTERPERSONAL SKILLS

- Well-developed communication skills - both written and oral.
- The ability to gain co-operation and assistance from others.
- Ability to problem-solve and use initiative.
- Liaise effectively with colleagues in other councils and community organisations.
- Ability to communicate effectively with a diverse range of residents, with committees of management, Council officers from various professional disciplines and representatives of various State and Federal government and community agencies.

MANAGEMENT SKILLS

- Able to prioritise, manage and complete multiple tasks within tight time frames.
- Capacity to plan and manage work within agreed performance standards.
- Self-organisation and general office organisation.
- Ability to facilitate and motivate a team/ supervise employees.
- Ability to self-motivate.
- Operate in a political environment.
- Ability to embrace Council's values and lead by example.

QUALIFICATIONS AND EXPERIENCE

- Tertiary or Postgraduate degree in health promotion and/or relevant experience.
- Experience in developing Strategy documents.
- Demonstrated knowledge and/or experience in developing and/or monitoring Municipal Public Health and Wellbeing Plans.
- Demonstrated experience in facilitating successful preventative health/health promotion programs/initiatives.

- Demonstrated experience in facilitating teams and implementing projects/initiatives.
- Demonstrated experience of applying systems thinking in delivering preventative health activities.
- Confident computer skills.
- Current Victoria Driver's Licence.

KEY SELECTION CRITERIA

- Well-developed conceptual and analytical thinking ability.
- Report writing skills and the ability to collect, collate, analyse and evaluate large amounts of information and synthesise into concise and accurate documents for public release.
- Proven ability to be decisive and make rational, sound decisions including during difficult situations (with and without complete information).
- Effective relationship building skills at all levels and in maintaining partnerships both internally and externally with the community.
- Proven ability to plan, implement and develop multi-strategy health approaches and interventions and to evaluate their effectiveness.
- Sound understanding of how to integrate systems thinking into planning and practice for preventative health.
- Proven experience in community consultation developing policy and strategy development.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2017.

Status / Tenure	This is a full time, fixed-term position (12 months).
Police Record check	Appointments are subject to a satisfactory National Police Record Check
Working with Children Check	Appointments are subject to a satisfactory Working with Children Check
Pre-employment Medical	Appointments are required to undergo a pre-employment medical check