

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Healthy Communities Project Officer</b>		
<b>Classification:</b>	<b>Band 6</b>	<b>Status</b>	<b>0.6 EFT, Max-term (12 months)</b>
<b>Group:</b>	<b>Liveable Communities</b>	<b>Business Unit:</b>	<b>Community and Family Services</b>
<b>Reports to:</b>	<b>TBC</b>		
<b>Direct Reports:</b>	<b>None</b>	<b>Date:</b>	<b>June 2024</b>

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

- Coordinate and support the planning, implementation and evaluation of health and wellbeing projects aligned to the Council's commitment under the VicHealth Local Government Partnership for the modules:
  - Building Better Food Systems for Healthier Communities
  - Building Active Communities
  - Increasing Alcohol Harm Prevention at the Local Level
- Support community engagement, planning and delivery for the 4-year review of Cardinia Shire's Liveability Plan 2017-29 (municipal public health and wellbeing plan).
- Support community engagement, planning and delivery for the review of Council's Social Justice and Equity Policy.
- Contribute to the development of Council's Social Justice and Equity Policy Implementation Plan.
- Contribute to the development and delivery of Cardinia Shire's Liveability Plan Action Agenda(s) (Implementation Plan) for 2025-26.
- Develop and maintain partnerships with internal and external stakeholders to identify and respond to emerging health and wellbeing trends and opportunities, in line with relevant policies and strategies.
- Identify, participate in and support the development of advocacy campaigns, capacity building initiatives and funding submissions that provide, maintain and increase community health and

wellbeing outcomes.

## **KEY RESPONSIBILITIES AND DUTIES**

Key responsibilities include, but are not limited to:

### **Project coordination**

- In partnership with key internal and external stakeholders, coordinate the planning, implementation and evaluation of evidence-based health promotion initiatives that aim to meet the strategic objectives of Cardinia Shire's Liveability Plan, and related strategies and policies.
- Focused project planning, delivery and evaluation on key priority areas identified in the VicHealth Local Government Partnership Agreement including 'Building Better Food Systems for Healthier Communities' and 'Building Active Communities'.

### **Policy and Research**

- Support development, implementation and review of relevant Shire policies.
- Support Council to meet legislative obligations under the Victorian Public Health and Wellbeing Act 2008, Gender Equality Act 2020, and Climate Change Act 2017.
- Keep abreast of the emerging policy context, research and evidence-base to support continuous improvement, capacity building and attracting funding for project delivery.

### **Community engagement, partnerships and collaboration**

- Use evidence-based community engagement approaches to achieve successful community participation and consultation on relevant projects.
- Develop and sustain effective partnerships with key stakeholders, ensuring collaborative and whole-of-community approaches to promoting health and wellbeing can be achieved.
- Facilitate, support and/or participate in identified networks and forums with a focus on preventative health and wellbeing.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, 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.

## **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.

- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Manage business unit operational budget within set parameters and delegation of authority.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

## **JUDGMENT AND DECISION MAKING**

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Where applicable, experience in managing and delivering employee lifecycle support and initiatives.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.

## **INTERPERSONAL SKILLS**

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

## MANAGEMENT SKILLS

- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

## QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in social or health sciences, health promotion, community development or a related field and/or equivalent experience in a comparable environment.
- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

## KEY SELECTION CRITERIA

- Highly developed conceptual skills and well developed written and verbal communication skills required to engage and provide information to a variety of audiences.
- Understanding of the principles and functions of community engagement, research and policy development to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Knowledge and experience in the development and delivery of public health and social equity policies, projects, and frameworks.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

**Tenure** This is a part time (0.6 FTE) maximum term position.

**Pre-employment checks** All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.