

COMMUNITY WELLBEING MANAGER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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The position is:

Position Title	Community Wellbeing Manager		
Department & Section	Community Development – Community Wellbeing		
Team	Community Wellbeing		
Reporting to	Director Community Development		
Positions Reporting to it	Place Activation and Events Leader Community Services Leader Aboriginal Community Development Lead Active Living Leader Community Development Support Officer		
Classification and Stream	Salary Package		
Position Number	5075	Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

How does this position contribute to our community?

- Promotes community capacity through building connection and participation in civic life.
- Fosters environments that promote positive wellbeing to support people to flourish and live healthy and active lives.
- Encourages cultural and artistic expression and recognises people’s history, stories and connection to place.
- Works collaboratively with the PAE community to enhance individual and public wellbeing.

What does the position do?

- Leads a highly motivated and engaged section responsible for:
 - Strategic Community Development
 - Aboriginal Community Development
 - Arts, Culture, & Place Activation
 - Sports & Recreation (Active Living)
 - Community Health & Wellbeing
 - Community Grants and Funding programs
 - Homelessness response
 - Ageing well (Community Home Support Program)
 - Community services
 - Volunteer Engagement
 - Inclusive communities
- Provides strategic advice, direction, leadership, business analysis and operational rigor across the Community Wellbeing and Activation functions.
- Fosters a team culture of innovation, accountability and performance through effective employee engagement, skill development and continuous improvement processes.
- Provides quality advice to the CEO, Executive and Council on matters pertaining to community wellbeing, arts, culture and place activation, active living, funding programs including community grants and community services.
- Manages and implements all regulatory, legal, duty of care and WH&S requirements for the Section.
- Utilising an understanding of social impact measurement techniques, leads the introduction of outcomes-based assessment, and the quality reporting of programs, services and initiatives across the Section.
- Manages and enhances existing relationships with external stakeholders and seeks out

new partnerships and funding opportunities.

- Uses expert judgement to find solutions to highly complex environments and issues.
- Identifies and promotes opportunities for Council to work alongside community, business, and government to achieve positive community outcomes.
- Builds organisational wide understanding about Council's role and function in community development.
- Embeds evidence-based and established methodologies which foster positive community wellbeing outcomes.
- Oversees the effective delivery of community services to deliver positive customer experiences and public value.
- Drives innovative and new approaches in community development to foster positive community wellbeing, empowered, connected, thriving and inclusive communities.
- Manages the Section's budget to maximise cost efficiencies and effectiveness and deliver public value.
- As a Senior Leader works across the organisation to deliver on Council's Vision and Strategies and fosters a culture of collaboration.
- As a member of the Senior Leadership Group provides enterprise leadership that models the City of PAE's values.
- Prepares and coordinates reports and business cases.
- Other reasonable duties as required are undertaken.

What outcomes does the position deliver?

- Community's wellbeing, connectedness and quality of life is improved
- Community capacity to understand and address their own opportunities, barriers and challenges is enhanced.
- Diverse community voices are engaged, heard and inform community development matters which affect them.
- Diversity across the PAE community in its many and varied forms including identity, culture ethnicity and nationality, gender, sex and sexual orientation, religion, age, physical and mental ability and disability, education and work experience, is valued and celebrated.
- Active lifestyles are supported through quality facilities, effective planning, education and promotion.
- Enhanced social, economic, cultural and environmental outcomes through activation, events and arts and culture activities.
- Community services are evaluated and improved upon regularly and deliver public value.

The behaviours we expect the position to contribute to our workplace are:

- Innovative, agile and dynamic mindset.
- Possess leadership qualities with a vision to grow the organisation to deliver public good.
- High levels of ethical and integrity standards.
- A passion for people and creating a workplace that cares for and supports people.
- Inspirational and transformational leadership skills which motivates and engages people.
- Empowering leader who develops, coaches and provides appropriate feedback to ensure others to reach their full potential.
- Authentic leader who builds constructive relationships with people at all levels across the organisation.
- Strong communicator and effective listener.
- Exceptional interpersonal, negotiation and influencing skills.
- Customer focused and passionate for delivering for the community.
- Sound problem solving and decision making.
- Strategic thinking and planning skills with the ability to execute and deliver major

POSITION DESCRIPTION



- change initiatives to completion.
- Operates with a high level of empathy, openness to ideas and respect for cultural diversity.
- Responsible financial management.
- Demonstrates political acumen whilst building constructive and respectful relationships with a range of stakeholders.
- Alignment to PAE Values and Code of Conduct.

Qualifications for the position

- Tertiary qualifications in community development, social work, community services, arts & culture, sports and recreation or related discipline is essential.
- Current Working with Children Check, or willingness to obtain is essential.
- Current Child safe Environments Training, or willingness to obtain is essential.

Experience

- Senior leadership experience within a community development framework and demonstrated ability to lead and implement change.
- Significant leadership experience and the ability to coach and support people's professional development.
- Designing, implementing and managing complex community and cultural programs/projects or services.
- Development and successful implementation and alignment of operational and strategic plans.
- Managing complex budgets and ensuring compliance with service agreements.
- Managing complex, multi-disciplinary portfolio.
- Policy development and interpretation.
- Monitoring and evaluation against outcome measurements.
- Creating and nurturing partnerships with community organisations or services that have aligned objectives.
- Experience in working in a large, complex organisation, and demonstrated ability to exercise enterprise leadership as a senior leader.

Knowledge

- Deep understanding of the framework and principles of community development.
- Policy and legislation as it relates to community development.
- Development and implementation of strategic planning processes.
- Community capacity building methodologies.
- High-quality customer service that supports positive community outcomes.
- Role and functional requirements of social infrastructure.
- State, Commonwealth and philanthropic funding opportunities for community and social services and activities.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team, and encouraging the correct cyber security behaviours.
- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security

POSITION DESCRIPTION



practices are understood, and effective cyber security controls are implemented and followed.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

Our Safety and Return to Work Commitments

Manager and Team Leaders

- Provide leadership in the implementation of the City of Port Adelaide Enfield's WHS Management System within their Team/Section.
- Investigate or coordinate the investigation of hazards and incidents within their Team/Section to identify reasonably practicable controls measures.
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training and support the WHS Committees as practicable.
- Assist in early return to work strategies and participate and support injured workers in return-to-work processes.
- Consider WHS in recommendations made to the Executive Leadership Team and Council.
- Report work related injuries to the Internal RTW Coordinator as soon as reasonably practicable.
- Assist injured workers in the RTW process.

All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____