



# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Community Wellbeing Lead
<b>POSITION NO:</b>	1159
<b>CLASSIFICATION:</b>	Band 6 - Part time – 0.8 EFT
<b>AWARD / LWAA:</b>	Moreland City Council Enterprise Agreement
<b>DEPARTMENT:</b>	Community Development
<b>BRANCH:</b>	Community Wellbeing
<b>WORK UNIT:</b>	Community Wellbeing
<b>REPORTS TO:</b>	Manager Community Wellbeing
<b>SUPERVISES:</b>	nil
<b>PREPARED BY:</b>	Manager Community Wellbeing
<b>APPROVED BY:</b>	Director, Community Development



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

<b>DATE CREATED:</b>	<b>DATE MODIFIED: 17 March 2021</b>
<b>DATE APPROVED:</b>	<b>DATE PRINTED:</b>



**1. POSITION OBJECTIVES:**

- To support the development, implementation and evaluation of Moreland Council's Municipal Public Health and Wellbeing Plan.
- To improve the health and wellbeing outcomes for the Moreland community through designing and implementing evidence based primary prevention initiatives with internal and external partners.
- To provide advice and support to internal and external partners to improve long term health and wellbeing outcomes for the Moreland community.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes



## **2. KEY RESPONSIBILITY AREAS:**

### **Community Health and Wellbeing Projects:**

#### **Support the development of Council's Municipal Public Health and Wellbeing Plans (MPHWP).**

Document municipal health and wellbeing scans and other MPHWP reports provided to management for approval.

#### **Co-design projects and programs to achieve community health and wellbeing priorities outlined in Municipal Public Health and Wellbeing Plan (incorporated into the Council Plan).**

Document project designs for allocated health and wellbeing priority areas, including evidence of underpinning research and stakeholder engagement.

#### **Undertake research and stakeholder engagement to ensure project designs are evidence informed, suitable to the local socio-political context, sustainable and aligned to the organisation's goals and objectives.**

Document project plans for priority areas, approved by management.

#### **Develop and facilitate the implementation of project plans for community health and wellbeing projects and programs, including policy development where relevant.**

Implement project plans in line with timeframes agreed with management.

#### **Monitor, evaluate and report on health and wellbeing projects and programs.**

Develop project reports quarterly and present to management for approval.

### **Stakeholder Relations:**

#### **Provide evidence and advice to internal and external stakeholders on matters relating to health and wellbeing.**

Manage relationships with key stakeholders to ensure they are constructive and effective based on stakeholder survey results.

#### **Develop strong working relationships with internal and external stakeholders for the design and implementation of health and wellbeing projects.**

Active participation in relevant health and wellbeing working groups and networks.

### **Administrative compliance:**

#### **Report on Council Plan health and wellbeing priorities every year.**

Reporting requirements meet standards.



**Regular reporting on population health status and program process and impact indicators.**

**General responsibilities:**

**Perform other reasonable duties and responsibilities within the capabilities of the position.**

Additional duties completed as requested.

**Audit & Risk Management**

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.

**Community Engagement**

- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.

**Continuous Improvement**

- Implement and maintain Continuous Improvement System standards and procedures.

**Environmental Sustainability**

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

**Occupational Health & Safety**

- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters

**Diversity & Equity**

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

**Records Management**

- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

**Other duties**

- Required to undertake other duties as directed.



### **3. ORGANISATIONAL RELATIONSHIP:**

<b>Reports to:</b>	Bernadette Hetherington - Manager Community Wellbeing
<b>Supervises:</b>	nil
<b>Internal Liaison:</b>	Council Officers, Councillors, Managers, and all departments
<b>External Liaison:</b>	Community groups and individuals, education institutions, community and health agencies, service providers and peak bodies, businesses, committees and government departments.

### **JOB CHARACTERISTICS RELEVANT TO THE POSITION**

#### **4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable for the achievement of agreed, clear performance objectives.
- Accountable for the design and delivery of policies and programs that achieve Council's Municipal Health and Wellbeing Plan.
- Authority to engage internal and external stakeholders to design, implement and evaluate approved health and wellbeing programs.
- Authority to design and implement health and wellbeing policies and programs with high levels of autonomy.
- Accountable for regular progress reporting on Council's health and wellbeing projects to senior management and Council where required.

#### **5. JUDGEMENT AND DECISION MAKING:**

- Take into account health promotion and community development theories, previous experience and local socio-political context when making decisions and judgements and when problem solving.
- Conduct data analysis, apply relevant theories and draw on previous experience in judgement and decision making.
- Guidance and advice are usually available.

#### **6. SPECIALIST KNOWLEDGE AND SKILLS:**



- Apply specialised community development, health promotion and disease prevention theories and models to design, monitor and evaluate projects.
- Apply community engagement frameworks and methods to design and implement effective community and stakeholder engagement for the design and implementation of projects.
- Undertake research and analyse quantitative and qualitative data.
- Experience in or an understanding of the Moreland community and an understanding of the long term goals of the Community Wellbeing Branch, and of the relevant policies of both the branch and the wider organisation.
- Demonstrated knowledge of administrative systems including well-developed computer skills, in particular; word processing, spreadsheets, email, social media and internet.

#### **7. MANAGEMENT SKILLS:**

- Effectively plan, organise, prioritise and manage own time to achieve targets within a set timetable in the most efficient way possible within the resources available.
- Work in collaboration with project teams comprising of internal and external stakeholders.
- Ability to give project support to consultants and other staff members as required.

#### **8. INTERPERSONAL SKILLS:**

- Ability to establish rapport and gain co-operation and assistance from community members, Council staff and stakeholders.
- Highly developed written and verbal communication skills.
- Ability to liaise and establish working relationships with community groups and individuals that respect and acknowledge diversity and life experience.
- Be enthusiastic and self-motivated.
- Work with minimal supervision.
- Maintain confidentiality, professionalism and discretion at all times.
- Demonstrate flexibility and work cohesively with all team members.
- Demonstrate and reflect Council's Purpose, Direction and Approach.
- Ability to liaise with counterparts in other organisations to discuss specialist matters, and to liaise with other employees in other functions within the organisation to resolve intra-organisational problems.
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#### **9. QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualification and relevant experience in Public Health or a related field.
- Experience in design, monitoring and evaluation of health and wellbeing programs.
- Experience developing strong relationships with a range of stakeholders to achieve shared objectives.



- Ability to effectively plan, manage and prioritise own work with minimum supervision.
- Highly developed written and verbal communication skills.

**Desirable Qualifications & Experience**

- Experience working in a local government setting.

**10. PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK ANALYSIS**

In the course of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

<b>Condition/Activity</b>	<b>Constant</b>	<b>Frequent</b>	<b>Occasional</b>	<b>N/A</b>
Manual handling weights -above 10kgs	( )	( )	( )	(x)
-below 10kgs	( )	( )	(x)	( )
Manual handling frequency	( )	( )	(x)	( )
Repetitive manual work	( )	( )	( )	(x)
Repetitive bending/twisting	( )	( )	( )	(x)
Working with arms above head	( )	( )	( )	(x)
Lifting above shoulder height	( )	( )	( )	(x)
Using hand tools – vibration/powered	( )	( )	( )	(x)
Operating precision machinery	( )	( )	( )	(x)
Close inspection work	( )	( )	( )	(x)
Wearing hearing protection	( )	( )	( )	(x)
Wearing eye protection	( )	( )	( )	(x)
Working in dusty conditions	( )	( )	( )	(x)
Working in wet/slippy conditions	( )	( )	( )	(x)
Wearing Gumboots	( )	( )	( )	(x)
Wearing safety shoes/boots (steel cap)	( )	( )	( )	(x)
Working with chemicals/solvents/detergents	( )	( )	( )	(x)
Washing hands with soap (hygiene)	( )	( )	(x)	( )
Working at heights	( )	( )	( )	(x)
Working in confined spaces	( )	( )	( )	(x)
Working in chillers (+4 degrees C)	( )	( )	( )	(x)
Performing clerical duties	( )	(x)	( )	( )
Working on a keyboard	(x)	( )	( )	( )
Driving cars and/or trucks	( )	( )	(x)	( )
Other (please specify)_____	( )	( )	( )	( )



**11. KEY SELECTION CRITERIA**

- Tertiary qualification and relevant experience in Public Health or a related field.
- Experience in design, monitoring and evaluation of health and wellbeing programs.
- Experience developing strong relationships with a range of stakeholders to achieve shared objectives.
- Ability to effectively plan, manage and prioritise own work with minimum supervision.
- Highly developed written and verbal communication skills.
- A current WWCC.
- Police Check results that are suitable for this position (will be arranged by Moreland Council). 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.

**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

..... **Date / /**  
**(Staff member's signature)**

..... **Date / /**  
**(Supervisor/Manager's signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**