
Age-friendly Communities Project Officer



Position description

August 2021




Northern Grampians Shire Council
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Position description

Position title	Age-friendly Communities Project Officer
Classification	Band 5
Directorate	Corporate and Community Services
Department	Positive Ageing

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This position is responsible for facilitating the delivery of the *Age-friendly Communities Project*.

The main objectives of the project are to:

- build community capacity to develop age-friendly communities that confidently engage older people in community activities;
- support good physical and mental health, and alleviate social isolation for older people by increasing older people's participation in active living programs and activities;
- foster community development by increasing the social and economic participation and life-long learning opportunities for older people in local communities;
- establish projects for seniors community participation that are replicable in other communities and locations, and develop knowledge and learnings for sharing;
- engage older people in identifying and prioritising their critical issues of concern; and
- work with older people to co-design the best solutions to address their concerns

Key responsibility areas

- Facilitate engagement workshops to identify project opportunities addressing older peoples' needs.
- Support co-design to develop and deliver identified positive community-based projects and activities within Northern Grampians Shire Council.
- Assist with the preparation, operation and review of community initiatives.
- Coordinate the Age-friendly Communities ambassador program.
- Collate necessary documentation and information and support management in report preparation, including budget, progress and acquittal reporting.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Coordinator Positive Ageing
Manages	Nil
External relationships	Local residents, community groups, local health organisations such as Stawell Regional Health, East Wimmera Health Service, Grampians Community Health.
Internal relationships	All Council employees

Accountability and extent of authority

This position is accountable for:

- Ensuring the quality of work performed and that tasks are performed in an efficient, effective, and accountable manner
- Maintaining accurate and up-to-date records
- Freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with line supervisor and a regular reporting mechanism to ensure adherence to plans

Judgement and decision making

- Ability to make decisions of a routine nature on a day-to-day basis as directed and within Council policies and procedures.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required
- Judgement is exercised within the framework of policies, established administrative practices and departmental procedures but initiative is required to determine efficient process completion
- Guidance and advice from line supervisor and other senior staff is usually available within time to make a choice.

Specialist skills and knowledge

- Understanding of and experience in community engagement practices and co-design methodology.
- Experience in project planning, implementation and evaluation.
- Understanding of objectives and policy framework of the WHO Global Age-Friendly Cities Project.
- Knowledge of the current legislative environment as it applies to the responsibilities of this position.

Management skills

- Demonstrated ability to plan, prioritise and organise work to achieve specific and set objectives within the available resources
- Ability to work in a positive and collaborative way across organisational boundaries.
- Well-developed organisational skills, to ensure identification of key tasks and stakeholders, and follow up of actions and implementation of tasks.
- Strong administrative skills and ability to meet deadlines to ensure delivery on milestones

Interpersonal skills

- Demonstrated ability to effectively communicate with customers and employees to provide information and maintain good customer relations
- Demonstrated ability to work as a team member and manage oneself in a manner that provides a positive and supportive influence on other employees and the community
- Ability to develop networks within local communities, key staff groups within Council and relevant external organisations
- Demonstrated ability to work in a politically sensitive environment and maintain confidentiality
- Time management skills and the ability to set priorities and organise work to meet the needs of internal and external customers.

Qualifications and experience

- Degree or Diploma qualified in Community Development, Public Health, Health Promotion or Social Science with some experience, or relevant experience in a similar role i.e. youth work, social work, community services, community development
- Prior experience in facilitating engagement workshops and sound knowledge of the principles of co-design
- Prior experience in working with older people
- Local Government experience
- Previous experience in the preparation of reports, program proposals, grants and acquittals

Selection criteria

1. Relevant qualifications and experience in community-focussed project management, development and delivery.
2. Prior experience in engaging community in problem-solving and co-design activities
3. Prior experience facilitating engagement workshops and sound knowledge of the principles of co-design
4. Experience in and knowledge of community development strategies.
5. Understanding of objectives and policy framework of the WHO Global Age-Friendly Cities Project, and the relationship of health population issues in this cohort.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying period – All Council appointments are subject to a minimum period of employment (“qualifying period”) of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination – All appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check – The incumbent must hold a current Working with Children Check.

Police Check – All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements – As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	August 2021
Prepared by	Coordinator Positive Ageing
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]