

Position:	Coordinator Community Health and Development
Agreement:	Surf Coast Shire Council Enterprise Agreement 2025 – 2028
Award Classification:	Band 8
Division:	Community Life
Department:	Community Support
Team:	Community Health and Development
Date Reviewed:	April 2025
Approved By:	General Manager/Manager
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

- We set clear expectations
- We are accountable for our actions
- We get things done

We Work Together

- We value strengths and differences
- We seek to work with others
- We help people to succeed

We See Opportunity

- We look for better ways
- We are open minded
- We learn from our experiences

We Make a Difference

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

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Introduction of the work of the team

Leading a coordinated approach to Council's community development (including place-making), health and wellbeing plan, volunteering, gender equality, positive ageing, youth and access across the organisation.

POSITION OBJECTIVES

- Lead a coordinated approach to Council's community development plan.
- Lead the development, implementation and monitoring, evaluation and reporting of Council's Municipal Public Health and Wellbeing Plan.
- Embed community development, health and wellbeing and social equity principles across Council's programs, policies and services.
- Advocate for the community and represent their interests to other stakeholders, including other levels of government in matters related to social planning, community health and wellbeing, gender equity, youth, ageing and disability.

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Community Support

Supervises: Community Projects Officer, Community Development Advisor, Volunteer Advisor, Gender Equity Advisor, Team Leader Youth Development, Wellbeing & Equity Senior Lead

Internal Relationships: All employees and Councillors

External Relationships: Government bodies and agencies including the commission of Gender Equality, non-government agencies, health and human services sector, service agencies and organisations, professional, not for profit, organisations, community groups and networks, community members

KEY RESPONSIBILITIES

- Lead the development, implantation and monitoring, evaluation and reporting of Council's Municipal Public Health and Wellbeing Plan.
- Lead projects, programs and partnerships in primary prevention and health promotion to enhance community health and wellbeing outcomes for Surf Coast Shire.
- Lead the development, implementation, monitoring, evaluation and reporting of Council's Community development policy, framework and actions plans.
- Coordinate and manage the delivery of Council's flagship community development programs including the Community Grants Program, Community Leadership Programs, Community Planning Program, Community Led Project Framework, and support for place-based Community Networks.
- Lead volunteering support and development program for Council.
- Support the Community Health and Development Team to effectively perform the role of key contact and facility manager for Community Houses and Men's Sheds across the Shire.
- Identify opportunities to facilitate internal and external partnership development to increase coordinated planning and policy development, service development, advocacy and volunteering.
- Develop strong, productive partnerships with external stakeholders, including community groups, to further community development, health and wellbeing, gender equity, youth development, positive ageing and disability access across the shire.

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- Lead program and policy development and delivery ensuring social and community analysis which provides strategic options for Council and its stakeholders to respond to community needs.
- Provide subject matter leadership and advice in relations to community development, health and wellbeing and social equity, including ageing, disability, youth and gender equity.
- This role will require occasional work outside regular office hours including weekday evenings and weekends to support events, community networks and other community development or health and wellbeing programs or opportunities.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Ability to manage resources and a specialist team against broad objects within budget.
- Ability to develop and interpret policy.
- Freedom to act is wide, while limited to strategic alignment under current strategies and action plans.
- Provide advice and counsel that is relied upon for guidance and partial justification in adopting specific policies, with potential substantial impact on the organisation and/or the community.

JUDGEMENT AND DECISION MAKING

- Ability to work independently and show initiative in new and unexpected situations.
- This position entails primarily problem-solving, utilising specialised methods, procedures, and processes derived from theory or precedent.
- Demonstrate the ability to identify and analyse a broad range of options before making decisions.
- Develop policy options for consideration and decision by executive management, or Council.
- Apply established techniques to new situations and recognise when alternative approaches are required
- Seek external guidance and advice, when necessary, as it may not always be available internally.
- Ability to identify, analyse, and solve complex problems whilst identifying risks and finding solutions to those complex problems.

SPECIALIST SKILLS AND KNOWLEDGE

- Highly developed relationship management skills.
- Highly developed organisational and administrative skills.
- Highly developed analytical and strategic thinking skills.
- Excellent listening and verbal communications skills.
- Work may be outside original field of specialisation.
- Understanding of legal, socio-economic and political context of the position.

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MANAGEMENT SKILLS

- Leadership of Community Health and Development team, which may include the supervision of tertiary qualified employees with extensive experience.
- Management skills to achieve objectives and goals, taking account of constraints and opportunities.
- Ability to contribute to long term workforce planning.
- Highly developed organisational skills, including sound project management skills and experience.
- Demonstrate proficiency in time management, priority setting, and efficient planning and organisation of work, both for oneself and other employees, to achieve specific objectives within available resources and set timelines despite conflicting pressures.
- Understand and implement personnel policies and practices, including the Enterprise Agreement, equal opportunity, health and safety policies, recruitment and selection procedures, position descriptions, and employee development.

INTERPERSONAL SKILLS

- Highly developed oral communication skills.
- Ability to persuade, convince or negotiate with clients, community, colleagues, and/or other internal or external stakeholders in the pursuit and achievement of specific and set objectives.
- Provide effective leadership, motivation, and professional development for employees.
- Highly developed written communication skills and the ability to prepare reports, briefs and business documents, as well as marketing and communications tools.
- Ability to establish rapport and develop collaborative outcomes with other business areas and key stakeholders.
- Ability to creatively problem solve with internal and external stakeholder groups.
- Highly developed oral communication skills.

KEY SELECTION CRITERIA

Qualifications and Experience

- A tertiary qualification in Health, Human or Community Services or a related field with several years of subsequent relevant experience.
- Substantial staff supervision experience in a relevant field.
- Exceptional strategic, policy and program design, monitoring and evaluation skills.
- Demonstrated experience and knowledge of community development principles and approaches.
- Demonstrated experience and knowledge of social planning and/or health promotion.
- Demonstrated experience in complex community consultations and engagement including excellent facilitation, negotiation, problem solving, relationship management and advocacy skills.
- Demonstrated understanding of gender equity and preventing gender-based violence theory and practice, including current policies, frameworks and legislation.
- A track record of earning and maintaining the trust and respect of internal and external stakeholders.
- Experience in a Local Government environment.
- Experience in conducting community engagement and consultation activities.
- Experience in social policy.

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Other requirements

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.
Business Continuity and Emergency Management	All roles support business continuity and emergency management through participation in planning, training, and response activities relevant to their function.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.

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