

POSITION DESCRIPTION



M: PO Box 733, BENDIGO 3552
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POSITION TITLE & NUMBER:	Active & Healthy Lifestyles Officer - Planning and Policy (#595)
EMPLOYMENT STATUS:	Full time, Ongoing
CLASSIFICATION:	Band 6
FULL TIME SALARY RANGE:	\$83,811 - \$91,335 plus superannuation
UNIT:	Active & Healthy Lifestyles

THE CITY

The City of Greater Bendigo's vision is "Working together to be the world's most liveable community". We aspire to be a values driven organisation, are a flexible employer, embrace diversity, have generous leave provisions, encourage staff training and development and provide a supportive, team orientated work place. Further information is found at www.bendigo.vic.gov.au

THE UNIT

The Active and Healthy Lifestyles Unit delivers integrated policy, planning, programs and infrastructure that support the community by making healthy choices easier choices. Areas of focus include physical activity, healthy eating, smoking cessation and minimising harm from drugs and alcohol.

POSITION OBJECTIVE

- Assist the Coordinator, Strategy and Policy to facilitate strategic planning and policy development for the Active and Healthy Lifestyles Unit.
- Build relationships and work collaboratively both externally and across the organisation to ensure that strategic, environmental, infrastructure and community planning aims to support CoGB residents to lead active and healthy lives.
- Under the guidance of the Coordinator, Strategy and Policy ensure that strategic planning and policy within the Active and Healthy Lifestyles Unit is evidence-based and responsive to emerging trends and community needs.

KEY RESPONSIBILITIES AND DUTIES

- Prepare reports / submissions for Senior Management and Council regarding strategic issues to meet existing and future community needs, and to seek funding opportunities from external sources.
- Liaising with internal departments, sporting clubs, associations, community groups and others in order to develop, deliver and evaluate sport and active recreation related projects, policy, strategies and master plans.
- Consider and monitor evidence, emerging trends and community needs in relation to health, wellbeing, sport and active recreation to inform Unit planning and policy development.
- Develop effective and collaborative partnerships with a range of key stakeholders both externally and across the organisation to ensure that strategic, environmental, infrastructure and community planning and policy aims to support CoGB residents to lead active and healthy lives.
- Provide direction and advice to support the implementation of Active and Healthy strategic plans and policies within the Unit and in other parts of the organisation.
- Through effective partnerships both externally and within CoGB, identify opportunities and gaps in relation to health, wellbeing, sport and active recreation in Greater Bendigo for consideration in strategic planning.

Our Values & Behaviours



SKILLS AND ATTRIBUTES

Technical/specialist skills:	Leadership, project management, budgets, attention to detail
Personal attributes:	Communication, teamwork, time management

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator, Strategy and Policy
Supervises:	Contact staff as required
Internal Liaisons:	Staff members, Managers and other City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and Working with Children Check is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

QUALIFICATIONS

- Degree or Diploma qualification with some relevant experience or substantial relevant experience in public health, community development, recreation, planning, policy development or similar discipline.
- Current Victorian driver's licence.
- Experience in research, analytical, project management and report writing.
- Local Government experience is desirable.

KEY SELECTION CRITERIA

- Demonstrated high level experience in strategic and/or recreation planning and policy development, preferably in a local government environment.
- Demonstrated ability to design and undertake planned community and stakeholder engagement.
- Excellent verbal and written communication skills, including experience in delivering presentations and preparing reports.
- Understanding of the role strategy and policy development plays in addressing population health issues.
- Demonstrated ability to build relationships which influence and broker partnerships.
- Strong analytical skills and the capacity to be flexible and creative in problem solving.

BAND 6 CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant, but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Formal input into policy development within the works units area of expertise and/or management.

JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

SPECIALIST SKILLS & KNOWLEDGE:

- Proficiency in the application of health promotion and recreation planning, including the underlying principles as distinct from the practices.
- Ability to lead high level strategic planning, policy development and deliver quality projects on time.
- An understanding of the long term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Require a familiarity with relevant budgeting techniques.
- Proficient in the use of computer software including Microsoft office suite.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.