



Mansfield Shire

# Position Description

Community  
Networks and  
Wellbeing Officer

High Country, Lakes and Rivers



# Community Networks and Wellbeing Officer

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
15.8	Band 6	April 2024
Unit	Enquiries	Status (FTE)
Community Health and Wellbeing	Nola Cleeland	1.0

## Position Objectives

The Community Networks and Wellbeing Officer will identify, plan and implement opportunities for Council to advocate, partner or deliver programs, projects and activities that support and empower local communities.

Building and facilitating relationships with community groups and networks to support better community outcomes, programs that are community driven and meet community needs. Facilitate engagement and connections to available services and agencies.

## Technical Accountabilities

- ▶ Engage across the organisation to achieve effective engagement with community groups and networks empowering the community to be actively involved in civic life and influence plans and strategies.
- ▶ Facilitate and support outlying communities, build partnerships, plan and develop strategies to support and empower local communities to increase inclusion, resilience, participation.
- ▶ Build trusted partnerships with internal and external stakeholders to plan, implement and report on projects.
- ▶ The position will engage with a wide range of community members and groups, and collaborate with strategic networks that aim to improve services and support the local community.
- ▶ Support and coordinate the establishment of community reference groups and processes to encourage and foster collaboration and open communication between Council and community stakeholders.



- ▶ Facilitation of the reference groups, such as recreation and sport and disability and access, to seek feedback and input on priority projects.
- ▶ Coordinate the Community Health and Wellbeing team’s engagement with key partners and stakeholders to represent community needs identified from the Council Plan and community feedback.
- ▶ Engage with groups and networks that provide representation for marginalised community members, bring back and share information on their needs and aspirations
- ▶ Provide reports against relevant Council Plan Actions, the Municipal Public Health and Wellbeing Plan.
- ▶ Prepare Budgets, reports and acquittals to fulfil all financial responsibilities within the portfolio.
- ▶ Provide support to the Coordinator Community Strengthening with initiatives, planning and reporting across the business unit and with broader council engagement where required.

## Organisational Relationship

### Reports to

Coordinator Community Strengthening

### Supervises / Manages

Nil

### Internal Liaisons

All other staff

### External Liaisons

General public

Suppliers

State Government Departments and Agencies

Community groups, sporting clubs and organisations.

## Our Values

Communication

Co-operation

Trust and  
Honesty

Respect

## Specialist Knowledge and Skills

### Knowledge of:

- ▶ Stakeholder management.
- ▶ Project management
- ▶ Community development and community engagement principles and practices.

### Skills and Competencies

- ▶ Skills and practical experience with community development, community engagement, inclusion and participation and community planning strategies.
- ▶ Facilitation and community engagement skills.
- ▶ Excellent written and verbal communication skills.

## Qualifications and Experience

### Experience

- ▶ Demonstrated experience in working with stakeholders both internal and external to advocate, partner or deliver community projects, programs and activities.
- ▶ Experience in working with community groups including those that are marginalised, vulnerable or isolated.
- ▶ Experience in delivery of community projects or programs, Stakeholder and project management

### Qualifications

- ▶ Bachelor degree in Community Development or similar discipline desirable
- ▶ Current Victorian drivers licence

## Key Selection Criteria

- ▶ Experience in developing, implementing and evaluating projects and initiatives with the view to increase and improve community access and participation in social, health and wellbeing initiatives.
- ▶ An ability to work independently when required as well as the ability to contribute to and work collaboratively as part of a multidisciplinary team.
- ▶ Demonstrated time management skills, including the ability to prioritise work to meet required deadlines.
- ▶ Strong interpersonal skills and the ability to work within a team and develop relationships with community groups and networks.
- ▶ Ability to work collaboratively with partners, stakeholders and community groups.

## Position Descriptors – Band 6

### Organisational Accountabilities

- ▶ Ensure that the Mansfield Shire Council Code of Conduct and all policies and procedures are adhered to.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ An understanding of the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service by providing accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Commitment to and implement the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all Units.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Ensure Occupational Health & Safety (OH&S) and Human Resource Management procedures and practices are adhered to in line with organisational requirements including contractor risk management and OH&S accountabilities.
- ▶ Providing assistance with Municipal Emergency Services as required.
- ▶ A commitment to the principles that support the safety and wellbeing of all children

### Management Skills

- ▶ Proven ability in project management, managing time, setting priorities, planning and organising one's work.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety.
- ▶ Demonstrated ability to establish and maintain productive relationships with staff, community, internal and external stakeholders.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Appropriate skills to achieve the annual business plan and strategic performance objectives set for the position.

### Judgement and Decision Making

- ▶ The majority of work is well defined and the duties carried out independently however the nature of the role draws on specialised methods, procedures and processes developed from theory or precedent
- ▶ Problem solving may involve the application of these techniques to new situations and guidance and advice is usually available.

### Accountability and Extent of Authority

- ▶ Freedom to act is set by clear objectives, policies and budgets and is subject to specific delegations and frequent consultation with the Senior Accountant and Manager Business and Performance.
- ▶ Provides assistance with the development of policy and procedure drawing on investigative and analytical abilities within area of specific expertise.
- ▶ Authorised to approve expenditure on relevant accounts as determined by the Manager Business and Performance.

### Interpersonal Skills

- ▶ Demonstrated ability to engage and build strong relationships with Council, clients, members of the public, other employees, and representatives of other organisations.
- ▶ High level interpersonal and written communication skills together with public relations experience.
- ▶ Capacity to deal with sensitive issues, maintain confidentiality and protect privacy.
- ▶ Ability to persuade, convince and negotiate with clients, authorities, stakeholders and other staff members and plan and manage meetings.
- ▶ Demonstrated commitment to quality customer service.
- ▶ Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational problems.

### Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community and Corporate Services Directorate
- ▶ Infrastructure and Planning Directorate
- ▶ People and Culture Department
- ▶ Communications

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

### Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

# How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at [mshire.co/applicant-information](http://mshire.co/applicant-information), for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Allison O'Keefe, Coordinator Community Strengthening on (03) 5775 8555

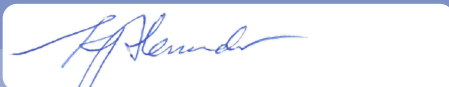
More detailed information on how to apply is available at

[mshire.co/applicant-information](http://mshire.co/applicant-information)

*including tips for addressing key selection criteria, writing a cover letter and resumé.*

## OFFICE USE ONLY

Authorised by CEO:



Employee's  
Signature

Date:

22/04/2024

Employee's  
Name

Date: / /



Mansfield Shire