



Mansfield Shire

Position Description

Executive Manager
Community Health and
Wellbeing

High Country, Lakes and Rivers



Executive Manager Community and Wellbeing

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
6.70	Executive Manager	August 2023
Unit	Enquiries	Status (FTE)
Community Health & Wellbeing	Chief Executive Officer	1.0

The Mansfield Shire Council organisational structure has been developed around five functional directorates: Executive Services, People, Communications and Governance, Community Health and Wellbeing, Investment and Planning as well as Capital Works and Operations.

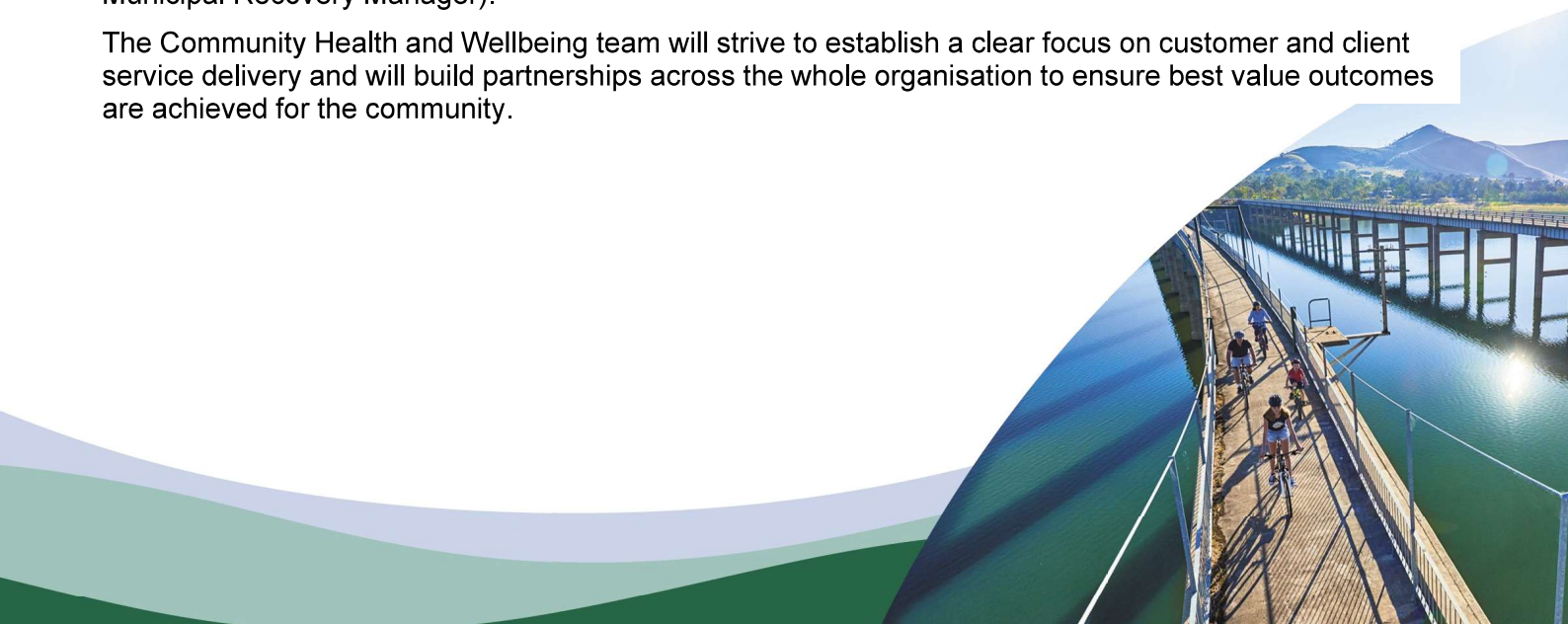
This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Position Overview

This position forms part of Council's Executive Management Team and is a key contributor to the development and implementation of strategic plans and is required to develop, implement, and monitor the Municipal Public Health and Wellbeing Plan. Provides support to the Executive team in monitoring and reporting progress against the Council Plan and other performance reporting frameworks.

The Executive Manager Community Health and Wellbeing is responsible for leading Council's work in advocacy and delivery of responsive, effective, and quality services for the community. The Executive Manager plays a leadership role and is accountable for community service and programs including Maternal and Child Health, Integrated Family Services, Financial Counselling, Library Services, Health Promotion, Social Inclusion Action Groups, Volunteer Coordination, and Emergency Recovery (as the Municipal Recovery Manager).

The Community Health and Wellbeing team will strive to establish a clear focus on customer and client service delivery and will build partnerships across the whole organisation to ensure best value outcomes are achieved for the community.



Key Responsibilities and Accountabilities

Key Result Area	Key Activities/ Performance Indicators
Governance	<ul style="list-style-type: none"> ▶ Ensure that all funded programs meet or exceed contract obligations and meet or exceed mandated quality standards. ▶ Lead, model and ensure the Mansfield Shire Council Code of Conduct and all policies and procedures are adhered to. ▶ Facilitate good decision making by providing a sound evidence base and public value rationale for community services. ▶ Interpret, counsel and provide timely reports to Council, CEO and Executive Management Team. ▶ Maintain a detailed working knowledge of relevant legislation and regulations to ensure compliance. ▶ Manage the performance and adherence to standards/contracts by third parties engaged to deliver Council services. ▶ Lead a safe and healthy environment which complies with Occupational Health and Safety legislation and human resource management procedures and practices. ▶ All children who engage in Mansfield Shire Council programs have a right to feel and be safe. The welfare of the children will always be Council's first priority with a zero-tolerance approach to child abuse. As a child safe organisation Mansfield Council aims to create an environment where children feel safe, included and heard.
Engagement & Representation	<ul style="list-style-type: none"> ▶ Build strong productive relationships with community, Government departments and agencies, local and regional stakeholders. ▶ Promote Council in the local community to foster pride in and engagement with Council. ▶ Undertake effective, timely liaison, negotiation and consultation with other Council departments, public authorities and utilities, community groups, residents and other affected parties/stakeholders during project and programs phasing. ▶ Represent Council on various external committees, forums and networks.
Strategy	<ul style="list-style-type: none"> ▶ Initiate and implement relevant plans, policies and procedures to meet changing legislative and regulatory obligations. ▶ Contribute and provide oversight as a member of the Executive team to policies and strategies developed by other directorates/departments.
Economy & Environment	<ul style="list-style-type: none"> ▶ Develop and maintain rigorous and accurate budgets and ensure that the team's financial management practices represent value for money, comply with Council policy and procedures and strengthen Council's overall financial sustainability. ▶ Participate in advocacy activities and proactively identify opportunities for grants, partnerships and collaborations that would benefit Mansfield Shire Council.

Key Result Area	Key Activities/ Performance Indicators
Leadership & Management	<ul style="list-style-type: none">▶ Provide leadership and direction to the Community and Wellbeing team, including the development of a highly capable, aligned and engaged workforce.▶ Manage the Department's financial, human and physical resources to meet organisational and funding objectives.▶ Lead and embed a culture of continuous improvement and foster a work environment where roles are clearly defined, performance monitored, and timely and constructive feedback provided to motivate and develop a performance and customer focused team.▶ Promote an effective framework for organisational performance measurement to ensure a robust approach to tracking achievements against objectives.▶ Work cross-organisation to ensure collaboration, positive communication and productive relationships with all staff.▶ As a member of the Executive Management Team, exhibit exemplary leadership that models collaboration, commitment to excellence and innovative thinking.▶ Provides Councillors with well-structured, timely and well-articulated briefings and briefing papers to enable good decision making on the areas of responsibility for Community Health and Wellbeing.

Specialist Skills, Knowledge, Experience and Qualifications

- ▶ A tertiary qualification in public health, community development or related field.
- ▶ A knowledge of the service delivery requirements for the health and wellbeing services and programs delivered by Mansfield Shire Council including:
- ▶ Maternal Child health
- ▶ Family and Library Services
- ▶ Familiarity with relevant legislation and government planning documents pertaining to the provision of services for specified client groups including the Children, Youth and Families Act 2005, Child Wellbeing and Safety Act 2005 and Victoria's Vulnerable Children Strategy 2013-2022.
- ▶ Understanding of government policies relevant to the Public Health Sector Unit and Council Plans and long-term strategic goals.
- ▶ Familiarity with the principles and practices of records management, budgeting, computers and quality customer services.
- ▶ Proficiency in applying theory in the search for solutions to new problems and opportunities.
- ▶ Conceptual, analytical and investigative skills to enable the formulation of policy options from within a broad Council wide framework.
- ▶ Experience in interventions addressing complex social issues in the community development sector.
- ▶ Sound knowledge and experience in understanding the determinants of health and how they impact on community health and wellbeing.

Core Values

Our Aim

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

Our Values

As employees of Mansfield Shire Council, we recognise that our values are essential in contributing to a healthy organisation. We can only be successful as an organisation by working together and by living the same values.

In achieving our aim Council will:

Lead, govern and deliver services and infrastructure which improve the quality of life for our current and future generations by constant reference to the following values:

Respect - We will treat everyone with respect, recognising and valuing all viewpoints.

Integrity - We will work in an open and transparent way, ensuring our processes, decisions and actions are ethical, responsible and honest.

Inclusion – We recognise that there is diversity in the community and will strive to work and direct our resources and services in ways that will result in fair and equitable outcomes for all.

Accountability – We will accept full responsibility for all that we do, for the way in which we do it and for the outcomes, whether good or bad.

Empowerment – We accept that we are here to serve the community and will ensure that people's views are heard and acted upon where we have the capacity to do so.

Attributes and Skills

- ▶ Ability to drive performance across a multi-functional, multi-disciplinary team.
- ▶ Inclusive leadership and management style with the ability to effectively engage with a wide range of stakeholders.
- ▶ Highly developed interpersonal, written, negotiation and communication skills.
- ▶ Ability to work collaboratively to achieve outcomes and performance measures.
- ▶ Ability to positively promote and enhance the image of Council.
- ▶ Highly developed leadership skills and demonstrated ability to drive cultural change focusing on high quality customer service and an education first approach to a range of compliance functions.
- ▶ Proven ability to effectively plan, organise and manage time and set priorities with sometimes complex and often competing demands.
- ▶ Proven ability to persuade, influence, negotiate and advocate.
- ▶ Passion for building a team-based culture with a focus on customer service.
- ▶ Self-organised and self-directed.

Key Selection Criteria

- ▶ Proven track record of achievement in a leadership role involving strategic planning.
- ▶ Demonstrated ability to work within a team offering leadership, mentoring of staff and development of a productive team culture.
- ▶ Experience, knowledge and ability in program management, planning, development and implementation of health and wellbeing services.
- ▶ Experience in risk management including client and staff safety, confidentiality, duty of care, mandatory reporting, according to relevant legislation.
- ▶ Demonstrated positive and effective stakeholder management with other agencies in a service or community network.
- ▶ Superior interpersonal, negotiation, persuasion, written communication, influencing and presentation skills including the demonstrated ability to skilfully communicate complex issues and ideas to a variety of audiences in a busy, complex and political environment.
- ▶ Demonstrated experience in budgeting and financial procedural skills.

Position Descriptors

Governance

- ▶ Build and maintain collaborative relationships with Elected Members.
- ▶ Lead and manage the day-to-day departments within the Community and Corporate Services directorate with responsibility for decision making in accordance with delegated authority and predetermined policy.
- ▶ Lead the development and implementation of Council's Strategic Plan, Budget, Long Term Financial Plan, Annual Report and other plans and programs within budget and within agreed timeframes.
- ▶ Lead, model, educate and ensure the Mansfield Shire Council Code of Conduct, governance standards and all policies and procedures are adhered to.
- ▶ Ensure compliance with all relevant legislation, legal and governance requirements.

Council & Organisational Management

To advise and assist the Chief Executive Officer on policy, strategies, Council and organisational management issues -

- ▶ Recommend, review, develop and implement new strategies, policies and procedures.
- ▶ Assist the Chief Executive Officer in carrying out their duties.
- ▶ Attend and contribute to Council and Committee Meetings as required.
- ▶ Ensure all policy, regulatory and legal requirements related to the directorate are fulfilled.
- ▶ Lead and embed a culture of continuous improvement.
- ▶ Facilitate municipal emergency services as required.

Community and Organisational Planning

To contribute to medium and long-term planning –

- ▶ Contribute to Council's strategic planning.
- ▶ Include the directorate's strategic and operational responsibilities in the Delivery Program and Operational Plans.
- ▶ Ensure that the quality of services provided by the directorate is maintained and enhanced by implementing programs to ensure continuous improvement.
- ▶ Evaluate resource and longer term staffing needs and ensure they are included in the planning process.
- ▶ Review services in line with community and customer demands, as well as organisational capacity ensuring sustainability both financially and practically.

Engagement and Representation

- ▶ Build and maintain positive relationships with community, Government departments and agencies, local and regional stakeholders based on respect, commitment and credibility, which collaborates and engages in robust discussion, resolves problems effectively and achieves the vision of Council.
- ▶ Promote Council in the local community to foster pride in and engagement with Council.
- ▶ Undertake effective, timely liaison, negotiation and consultation with other Council departments, public authorities and utilities, community groups, residents and other affected parties/stakeholders during project and programs phasing.
- ▶ Represent Council on various external committees, tribunals, forums and networks.

Economy and Environment

- ▶ Ensure that rigorous and accurate budgets are maintained and financial management practices present value for money, comply with Council policy and procedures and strengthen Council's overall financial sustainability.
- ▶ In collaboration with the Executive Management Team, identify and act on opportunities to strengthen the economy, development and the environment within Mansfield Shire.
- ▶ Participate in advocacy activities and proactively identify opportunities for grants, partnerships and collaborations that would benefit Mansfield Shire Council.
- ▶ Provide oversight of the planning, development and implementation of a range of responsive, relevant and cost effective projects related to the Strategic Plan, Business and other Council plans, and report outcomes and achievements to Council.

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 Résumé**
Provide your up to date résumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good résumé 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, 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:

Chief Executive Officer, Kirsten Alexander on (03) 5775 8516

More detailed information on how to apply is available at
mshire.co/applicant-information
including tips for addressing key selection criteria, writing a cover letter and résumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

10/08/2023

Employee's
Name



Mansfield Shire