



position description

POSITION TITLE	Population Health and Wellbeing Coordinator
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 6
DIRECTORATE	Community and Partnerships
BUSINESS UNIT	Community Development
REPORTS TO	Team Leader Population Health and Wellbeing
SUPERVISES	N/A
EMPLOYMENT STATUS	Part time, 30 hours per week, permanent
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

The Community and Partnerships Directorate works collaboratively with residents, community organisations, government agencies and regional partners to strengthen community wellbeing, inclusion and participation. Through strategic planning, community development and partnerships, the directorate delivers initiatives that respond to emerging community needs and contribute to a healthy, connected and resilient municipality.



Trust



Respect



Integrity



Learning

Vision: A vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership.

Mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

POSITION OBJECTIVES

Coordinate the planning, delivery and evaluation of evidence-based population health and wellbeing initiatives that support Council's strategic priorities and the Municipal Public Health and Wellbeing Plan. Working collaboratively with internal teams, community organisations and government agencies, the position develops partnerships, coordinates projects, analyses community information and provides informed advice that strengthens community capacity, improves health and wellbeing outcomes, and promotes equitable access, inclusion and preventative approaches across the municipality.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- **Coordinate Population Health and Wellbeing Initiatives**
Coordinate the planning, implementation and evaluation of evidence-based health and wellbeing initiatives aligned with Council's strategic priorities and Municipal Public Health and Wellbeing Plan to improve community outcomes and respond to identified needs.
- **Lead Project Delivery**
Coordinate projects from initiation through to completion by developing project plans, managing timelines, monitoring budgets, coordinating stakeholders and evaluating outcomes to achieve agreed objectives and funding requirements.
- **Analyse Community Data and Evidence**
Collect, interpret and apply demographic, health and social information to identify emerging issues, inform strategic planning, evaluate program effectiveness and support evidence-based decision making.
- **Develop Strategic Partnerships**
Establish and maintain productive partnerships with government agencies, community organisations, education providers and regional stakeholders to strengthen collaboration, maximise resources and deliver coordinated community outcomes.
- **Provide Strategic Advice and Reporting**
Prepare reports, briefing papers, funding submissions, project documentation and recommendations that support informed decision making, legislative compliance and achievement of Council priorities.
- **Champion Health, Equity and Inclusion**
Promote health promotion principles, equity, accessibility and inclusion across Council projects and community initiatives to improve participation, reduce barriers and support positive community wellbeing outcomes.
- **Monitor Strategic Outcomes and Compliance**
Coordinate monitoring, evaluation and reporting against strategic plans, legislative requirements, funding agreements and performance measures to support continuous improvement and organisational accountability.
- **Support Collaborative Service Delivery**
Work collaboratively across Council and with external stakeholders to identify opportunities, share knowledge, resolve issues and contribute specialist expertise that strengthens integrated community development and population health outcomes.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe
Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values Keep confidences Do what you say you will do to the best of your ability Be open about mistakes Speak of those that are absent only in a positive way
Learning	Work together and learn from each other Continuously improve and innovate Be open to change There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

For details of personal and leadership competencies relating your role, please see Attachment 1.

JUDGEMENT AND DECISION-MAKING SKILLS

- Exercise sound judgement when coordinating projects, partnerships and community initiatives within established legislation, Council policy and delegated authority.
- Analyse community information, research findings and stakeholder feedback to develop practical recommendations and improve service delivery.
- Apply initiative to identify emerging issues, investigate options and implement appropriate solutions to support project and community outcomes.
- Manage competing priorities and make informed decisions using available information while recognising when matters should be escalated.

- Contribute specialist advice that supports continuous improvement, strategic planning and evidence-based population health initiatives.

SPECIALIST KNOWLEDGE AND SKILLS

- Sound knowledge of public health, health promotion, community development and the role of local government in improving community wellbeing.
- Demonstrated ability to coordinate evidence-based projects using recognised project management and evaluation methodologies.
- Well-developed skills interpreting demographic, health and social information to inform planning and service improvement.
- Ability to develop collaborative partnerships that support collective action and positive community outcomes.
- Sound understanding of relevant legislation, policy frameworks and funding requirements affecting community health initiatives.
- Ability to prepare quality reports, submissions, strategic documents and evaluation outcomes for a range of audiences.

MANAGEMENT SKILLS

- Effectively plan, coordinate and monitor multiple projects while achieving agreed objectives and timeframes.
- Manage competing priorities and adjust work programs in response to changing community, organisational or funding requirements.
- Coordinate project resources, budgets and deliverables to achieve quality outcomes.
- Build collaborative working relationships that support integrated service delivery across Council and partner organisations.
- Monitor project performance and identify opportunities for continuous improvement.
- Demonstrate initiative, accountability and professional judgement in the delivery of responsibilities.

INTERPERSONAL SKILLS

- Build productive relationships with internal and external stakeholders to support collaborative planning and project delivery.
- Communicate complex information clearly through reports, presentations, workshops and community engagement activities.
- Facilitate meetings, partnerships and stakeholder discussions to achieve agreed outcomes.
- Exercise professionalism, diplomacy and confidentiality when managing sensitive information and community matters.
- Influence positive outcomes through consultation, collaboration and relationship management.
- Work effectively with diverse communities while demonstrating respect, inclusion and cultural awareness.

INFORMATION TECHNOLOGY SKILLS

- Demonstrated proficiency in Microsoft Office applications and Council information systems.
- Ability to use project management, reporting and data management systems to support service delivery.
- Competency in analysing data and preparing reports using contemporary digital tools.

CUSTOMER CARE

- Deliver professional, responsive and respectful customer service to internal and external stakeholders.
- Provide accurate, timely and practical information that supports informed decision making.
- Build positive working relationships through clear communication and collaborative problem solving.
- Respond to enquiries and issues in accordance with Council policies, procedures and service standards.

EMERGENCY MANAGEMENT

As part of this role, the incumbent is expected to assist Wodonga Council in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

OCCUPATIONAL HEALTH AND SAFETY / RISK MANAGEMENT

Wodonga Council is committed to the highest level of health and safety and to ensuring effective risk management across all areas of council. To contribute to upholding this commitment you must have the ability to:

- Comply with and adhere to Occupational Health and Safety (OH&S) and risk systems of management (i.e. policies, procedures, Safe Operating Procedures etc.) to ensure your safety and the safety of others;
- Assist with the identification, assessment, evaluation and monitoring of risks and hazards within your area;
- Report any incidents, hazards or near misses immediately; and
- Contribute to participative arrangements for effective OH&S and risk management.

QUALIFICATIONS AND EXPERIENCE

- Degree qualification in Public Health, Health Promotion, Community Development or a related discipline (desirable).
- Demonstrated experience coordinating community development, public health or health promotion projects.
- Experience developing partnerships and working collaboratively across government, community and organisational stakeholders.
- Well-developed project management, evaluation and reporting skills.
- Experience interpreting legislation, policy and evidence to inform strategic initiatives and service delivery.
- Highly developed written and verbal communication skills, including report writing, facilitation and stakeholder engagement.

LICENCES AND MANDATORY REQUIREMENTS

- Current Driver's Licence.
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement).
- Victorian Working with Children Check (required to be supplied by the employee or prospective employee prior to commencement, and renewed as required).

EQUAL OPPORTUNITY STATEMENT

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, 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.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

KEY SELECTION CRITERIA

1. Degree qualification in public health, health promotion, community development or a related discipline, together with demonstrated experience delivering population health, health promotion or community development initiatives.
2. Demonstrated ability to coordinate and deliver multiple projects from planning through to implementation and evaluation, including managing competing priorities, timelines, budgets and reporting requirements.
3. Demonstrated ability to interpret demographic, health and social data, research and policy to inform planning, develop practical recommendations and evaluate programs and initiatives.
4. Highly developed interpersonal and communication skills, with the ability to establish productive partnerships, facilitate collaboration and prepare high-quality reports, presentations and other written documentation.
5. Demonstrated knowledge of contemporary public health, health promotion or community development principles and the ability to apply this knowledge to improve community wellbeing outcomes through collaborative and evidence-based approaches.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.	PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	• Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	• Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	• Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future Focus	
Looks for improvements and is adaptable to change.	• Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
People Development	
Welcomes opportunities for learning and self-development.	• Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	• Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	• Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Community planning and development	Primarily desk based duties relating to the role	- Liaison with staff of all levels - Liaison with external networks, building relationships - Attending sites of external agencies and the community - Attending internal and external meetings - Driving company vehicles (max 45 mins) - Computer use - Use of council's systems - Research and data analysis - Completion of funding applications - Policy and document review - Operate within a budget - Event set up - Phone use	Sitting				X
			Standing		X		
			Walking		X		
			Lifting < 10kgs	X			
			Carrying	X			
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending	X			
			Twisting	X			
			Squatting	X			
			Kneeling	X			
			Reaching	X			
			Fine motor				X
			Neck postures				X
			Accepting instructions		X		
			Providing instructions			X	
			Sustained concentration				X
			Major decision making			X	
			Complex problem solving			X	
			Supervision of others		X		
			Interaction with others				X
			Exposure to confrontation	X			
			Respond to change			X	
			Prioritisation				X