



Position Description

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee Project Officer

Directorate	Governance, Business & Community
Reports to	Community Projects, Tourism/Economic Development & Grants Coordinator
Position Code	SCA1
Classification	Parttime
Employment Status	Term based Contract (funding dependant)
Other conditions & benefits	
Pre-employment checks/legislative requirements	Qualifications, Police and Medical Checks.
Location	70 Market Street Balranald, NSW.
Date position description approved	Tuesday, 24 October 2023.

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

Primary purpose of the position

Project Officer to the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (SCAIWAC) is a new and exciting role created by leadership within both Council and the community to strengthen access, inclusion and wellbeing for all community members across the Balranald LGA.

The role is funded entirely by grant monies received by the Advisory Committee from the Office of Responsible Gambling NSW – Community

The Project Officer will work with support and guidance from Council's Tourism, Communications and Events Coordinator and Chair of the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee.

The purpose of the SCAIW Advisory Committee Project Officer (SCAIW ACPO) is to undertake work which progresses the Vision of the SCAIW Advisory Committee.

The vision of the SCAIW Advisory Committee is a reflection of local and regional level data combined with local knowledge which indicates higher than State rates of mental health concerns, multiple chronic health issues, family and community level violence, and poorer socioeconomic, education and service provision outcomes.

Key accountabilities

Within the area of responsibility, this role is required to:

Secretariat support to the SCAIWAC:

- Attend monthly SCAIW Advisory Committee meetings, record and circulate minutes
- Complete follow up tasks from meeting as required / appropriate (including correspondence)
- Manage media including writing media releases (under sign-off from Advisory Committee) and distribute across media platforms (including online platforms such as Facebook)

Identify service and support gaps, advocate for change, identify and promote partnerships and increase awareness of existing services and supports:

- Through a range of mechanisms understand the service and support strengths and gaps across the Shire communities
- Document these strengths and gaps and with support from the SCAIWAC progress opportunities for awareness raising, partnerships and advocacy
- Continue to develop and maintain the current *Balranald Shire Health and Wellbeing Service Directory*

- Promote and distribute through various means the *Balranald Shire Health and Wellbeing Service Directory* (including ordering and coordinating the distribution of resources, fridge magnets etc)
- Organise, promote and deliver with support from the SCAIWAC the annual *Health and Wellbeing Services EXPO*
- Understand nuances of service gaps in order to both opportunistically and strategically advocate for the community

Support promotion and delivery of the SCAIWAC Mental Health First Aid Initiative (Office of Responsible Gambling):

- Recruitment of Mental Health First Aid (MHFA) training participants – up to 6 with geographical spread across the Balranald LGA
- Organise MHFA training registrations, accommodation etc for 5-6 training participants
- Supporting trainers in advertising for MHFA community sessions across their communities through the development of promotion and registration templates
- Supporting with organising venues / light catering / evaluation process
- Documenting delivery of the number of sessions and the number of attendees over the life of the funding
- Collate all materials, including registrations, evaluation etc to support both staged reporting and the acquittal of the funding stream

Support the promotion and delivery of the Balranald Emergency Accommodation Model (BEAM):

- Attend and minute the BEAM working group meetings
- Follow up on reasonable actions as required
- Support with the creation and maintenance of a simple BEAM occupancy register
- Organise cleaning of facility on departure of a resident / family (via MacKillop Family Services)
- Organise replacement of broken / required items

White Ribbon:

- Support SCAIWAC involvement in annual White Ribbon events conducted in partnership with Maari Ma
- Deliver awareness raising events / collateral around family violence under leadership of the SCAIWAC

Other initiatives as identified:

- SCAIWAC works to build and uphold access, inclusion and wellbeing for all community members across the Balranald LGA. Initiatives identified in the vein of this Vision may result in additional tasks for the ACPO if within the available timeframes

Occupational Health & Safety:

- Promote a safe and healthy working environment that complies with OSH requirements
- Take a shared responsibility to ensure the safety and well-being on self and others
- Utilise all protective equipment provided and as instructed
- Work in a safe manner while exercising due care and caution

Key challenges

- to undertake SCAIWAC projects within time and budget;

Key Relationships

Who	Why
Internal	
General Manager, Community Projects & Grants Coordinator	<ul style="list-style-type: none"> - Receive advice and report on progress towards business objectives and discuss future directions - Provide expert advice and contribute to decision making
Council staff	This position enjoys positive, collaborative and professional relationships with fellow Council staff
External	
Ratepayers & General Public	Engage in, consult and implement the development, delivery and evaluation of projects
Contractors, Suppliers and Other Local Government Departments	<ul style="list-style-type: none"> - Communicate needs, facilitate routine business transactions and resolve issues - Forge collaborative partnerships and alliances with Federal, State, Regional and Local stakeholders, agencies and business groups to optimise exposure and funding opportunities for Balranald Shire Council.

Key dimensions

Decision making

Delegations for this position shall be issued by the General Manager

Reports to

Community Projects, Tourism/Economic Development & Grants Coordinator

Essential requirements

1. Well-developed written and oral communication skills; Word processing, basic graphic design (Canva or similar) and evaluation software (SurveyMonkey or similar) skills; Highly organised and efficient; Strong time management skills; Capacity to work unsupervised.
2. Local knowledge of the Shire communities; Understanding of the importance of the Social Determinants of Health in long term positive life outcomes for all community members; Impact of poor access to health and wellbeing services and supports on life chances;
3. Positive, can-do attitude; Ability to relate to and communicate with the diversity of our communities; Understanding of critical importance Race and Gender Equity issues and the impact or intergenerational under-resourcing in health and wellbeing; Interest in health and well-being and social justice outcomes;
4. Experience in collegial office environment; Capacity to work independently but with high level guidance; Background in health or wellbeing roles would be an advantage;

Note: this position may be subject to change following a review of Council's

Acceptance of Position

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

Attachments:





- Local Government Capability Framework.

Attachment 1

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Adept
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements