APPLICATION GUIDELINES

These guidelines are provided to assist you in submitting your application for the advertised position with the City of Greater Bendigo. Please ensure that you read the instructions carefully, prior to submitting your application.

Attached is a position description which will provide information on the advertised position. If you require any further information regarding this position, please contact Amy Johnston, Coordinator Facilities (03) 5434 6395.

Applications must be received by close of business Monday 30 July, 2018. Applications will be short listed for interview based on the responses to the key selection criteria. Applications should be marked ‘Confidential’ and may be submitted by:

Website:  www.bendigo.vic.gov.au/About/Working-at-the-City-of-Greater-Bendigo/Current-vacancies - Use the Apply Now section for the appropriate position and follow the prompts (Preferred option)

Post:  HR / Recruitment Officer
City of Greater Bendigo
PO Box 733, BENDIGO 3552

In person to:  195-229 Lyttleton Terrace, Bendigo

Please ensure that your application includes:

• A copy of your current resume, including contact details for two (2) work related referees
  (referees will only be contacted after a personal interview has been conducted)
• Covering letter
• A statement addressing each key selection criteria

Please note: if your application is successful we will require the following documents prior to commencement:

• Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)
• Photo Identification, i.e. Current Driver's Licence, Passport
• If your birthplace is outside Australia, documents proving you are legally able to work in Australia, i.e. Evidence of citizenship/permanent residency status or working visa

For further information on Bendigo, please visit our website at www.bendigo.vic.gov.au
Thank you for your interest in this position; we look forward to receiving your application.
The City of Greater Bendigo aspires to be a values driven organisation
Working together to be the best we can for our community
Our Values: We Lead, We Learn, We Care, We Contribute, We Respond, We Respect

POSITION TITLE: HEALTHY LIFESTYLES PROJECT OFFICER
EMPLOYMENT STATUS: PART TIME TEMPORARY (11 HOURS PER WEEK UNTIL NOVEMBER 2018)
CLASSIFICATION: BAND 5
SALARY RANGE: $63,560 - $74,065 PRO-RATA + SUPER
UNIT: ACTIVE AND HEALTHY LIFESTYLES
DATE REVIEWED: JULY 2018

THE DIRECTORATE:
The Health and Wellbeing Directorate plans and delivers a broad and diverse range of community services and programs aimed at supporting people to live their lives fully and be active, safe, engaged and healthy.
The focus of the directorate is on developing policy, plans and programs in partnership with the community, delivering services, and supporting the delivery of community infrastructure projects in the following areas:

- Active and Healthy Lifestyles, which includes health planning and promotion and the planning and delivery of recreation opportunities.
- Community Partnerships, which focuses on planning and capacity building for the community.
- Community Wellbeing, which includes the planning and delivery of policy, programs and services for children, families and older adults.
- Safe and Healthy Environment, which includes working with the community in the areas of food and tobacco regulation, public health, planning, and building regulation, local laws, parking and animal control.

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.
• Minimising harm from drugs and alcohol.

All initiatives include the application of an equity lens to ensure engagement from all members of the community despite their age, gender, cultural background or ability. These initiatives are delivered utilising funding from Council, the community, the Commonwealth and/or State government. The Unit also takes a leadership role in the provision of social planning support for the wider organisation as well as acting as the client for the upgrade and development of recreation infrastructure.

POSITION OBJECTIVES:
• Planning and coordinating activities that promote healthy lifestyles such as the Greater Bendigo Walk to School program and supporting schools to participate in the program.
• Supporting schools and community groups to maximise participation in programs – supported by data entry, workshops and promotion.
• Conducting evaluation and presenting findings of the outcomes of each program.
• Support partnerships to undertake health promotion interventions.
• Engage and empower community members to inform and participate in creating a healthy community

KEY RESPONSIBILITIES & DUTIES:
• Maintain positive relationships with key partners, stakeholders and networks to facilitate a partnership approach.
• Act as the primary contact for all forms of communications associated to the Walk to School project.
• Work flexibly across a range of project teams to deliver on the objectives of the Unit.
• Monitor and report on expenditure relating to the delivery of programs and activities.
• Undertake relevant data collection, entry and evaluation for programs and activities.
• Produce all communications and actions with the Walk to School project plan.
• Work with funding bodies to ensure funding agreements and approvals are met.
• Administer incentives to encourage participation in active and healthy initiatives.
• Facilitate all program evaluation inclusive of data collection, surveys and written reports.
• Carry out other duties that are within the limits of the employee’s skill, ability, competence and training, and the requirements of the role as may be directed from time to time by more senior staff.

**Occupational Health and Safety (OH&S)**

• Responsible for compliance with OH&S regulations relevant to the tasks performed.
• Provide a safe working environment for the community and private property whilst engaged in work practices.
• Provide a safe working environment for self and fellow workers.
• Participate and complete relevant risk assessments and other OH&S documentation as required.

**ORGANISATIONAL RELATIONSHIPS:**

Reports to: Coordinator Facilities
Supervises: Nil
Internal Liaisons: Active and Healthy Lifestyles staff members and other City employees
External Liaisons: Schools, Community Groups, Funding Bodies, Service authorities, contractors, general public, customers and external suppliers.

**ACCOUNTABILITY & EXTENT OF AUTHORITY:**

• Supervise resources and other employees as required, the freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
• Regulate and provide advice to clients including specialist advice, the freedom to act is subject to close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees.
• Provide direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported.

**JUDGEMENT & DECISION MAKING:**

• The objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.
• Ability to solve problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
• Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
• Guidance and advice will usually be available within the time required to make a choice.

**SPECIALIST SKILLS & KNOWLEDGE:**

• An understanding of the relevant technology, procedures and processes used within the Active and Healthy Lifestyles Unit.
• Ability to interpret regulations and an understanding of the underlying principles involved as distinct from the practices.
• An understanding of the role and function of the senior employees to which the role provides support, an understanding of the long term goals of the Active and Healthy Lifestyles Unit, and an appreciation of the goals of the wider organisation.
• An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
• Proficient in the use of computer software including Microsoft Office suite.

**MANAGEMENT SKILLS:**

• Skills in managing time, setting priorities and planning and organising one’s own work and in appropriate circumstances 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 ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and 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 well-defined activities and in the supervision of other employees where appropriate.
• Proven skills in quality report writing and preparing external correspondence.

**QUALIFICATIONS & EXPERIENCE:**

• Degree or Diploma qualification and/or relevant experience and work skills in Healthy Lifestyles or similar discipline.
• A current drivers licence.

Additional Information
• As part of the City's Recruitment and Selection and related policies, a satisfactory Police Record Check, and Working with Children Check is required for this position.
• Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.
• You may be provided with or use equipment that contains electronic monitoring devices.

KEY SELECTION CRITERIA:
• Demonstrated ability to engage and consult with stakeholders and enable their participation in the planning and development of activities and events.
• The ability to manage events and work independently whilst still working co-operatively with the team and across the organisation.
• Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing external correspondence.
• Proficient in the use of computer software including Microsoft Office suite and software associated with report writing, data collection and surveys.