

# POSITION DESCRIPTION



<b>Title:</b>	<b>Director Healthy Communities and Liveability</b>
<b>Position Number:</b>	<b>BU01</b>
<b>Classification:</b>	<b>Senior Officer</b>
<b>Directorate:</b>	<b>Community</b>
<b>Department:</b>	<b>N/A</b>
<b>Award:</b>	<b>Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001</b>
<b>Incumbent:</b>	<b>Vacant</b>

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Chief Executive Officer
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>▪ Manager Community Wellbeing</li><li>▪ Manager Early Years Operations and Reform</li><li>▪ Manager Riverlinks Venues</li><li>▪ Emergency Management Coordinator</li><li>▪ Executive Assistant – Community</li></ul>
<b>Primary Internal Relationships:</b>	<ul style="list-style-type: none"><li>▪ Mayor</li><li>▪ Councillors</li><li>▪ Executive Leadership Team</li><li>▪ Departmental Managers</li><li>▪ Coordinators/Supervisors</li><li>▪ Council Staff</li></ul>
<b>Primary External Relationships:</b>	<ul style="list-style-type: none"><li>▪ Ministers</li><li>▪ Government Departments and Authorities</li><li>▪ Local Members of Parliament</li><li>▪ Community Organisations</li><li>▪ Local Government Associations</li><li>▪ Goulburn Valley Regional Libraries</li><li>▪ Shepparton Art Museum</li><li>▪ Emergency Management organisations</li><li>▪ Professional Associations</li><li>▪ Businesses</li><li>▪ Residents</li><li>▪ Visitors</li></ul>

## POSITION OBJECTIVES

### Best Value/Australia Business Excellence Framework

- Provide leadership and support to the principles of Best Value as prescribed in the Local Government Act 2020.
- Provide leadership and support to the implementation of the Australian Business Excellence Framework to Directorate services functions as well as from an organisational context.
- Deliver Best Value and Business Excellence outcomes through the Council's values of leadership, integrity, respect, innovation and teamwork.

## Human Rights

- Responsible to ensure that all staff and actions of the Directorate act compatibly with the Human Rights Charter and give proper consideration to human rights when making decisions.

## Risk Management

- The position is responsible for complying with the Council's occupational health and safety management program and relevant legislation.
- Responsible for all Occupational Health and Safety issues related to the Directorate functions and staffing including contractors and groups that Council has a responsibility for under the Occupational Health and Safety Act 2004 and any other applicable legislation which is in effect from time to time.
- Ensure that appropriate equal opportunity practices are followed in all activities of the Council.

# ACCOUNTABILITY AND EXTENT OF AUTHORITY

## This position is accountable for:

- All activities of the Healthy Communities and Liveability Directorate.
- Participating in the delivery of relevant Council Plan strategies.
- Participating in the development and monitoring of Council's Strategic Resource Plan.
- Developing and maintaining a comprehensive and integrated policy framework for achieving Council's social justice and inclusion agenda.
- Developing and maintaining aligned and efficient management systems and practices across all Community Directorate areas.
- The control of Directorate budgets.
- The allocation of staff resources within established staff resources and budgets.
- The achievement of goals, objectives and policies set by the Chief Executive Officer.

## This position has the authority to:

- Subject to the provisions of the Local Government Act 2020, as amended, other relevant legislation and the delegations approved by the Chief Executive Officer and/or Council, the Director Healthy Communities and Liveability has the authority to implement action to achieve Council's goals and objectives in areas under the control and authority of this position.

## Judgement and Decision Making

- Ability to foresee and recognise problems and to use initiative to identify and implement collaborative solutions.
- Be accountable to the Chief Executive Officer for the achievement of the goals, objectives and policies for all activities of the Directorate.
- Responsible for compliance with the Local Government Act 2020 and other relevant legislation.

## Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

# SKILLS AND KNOWLEDGE

## Specialist Skills and Knowledge

- Knowledge of Council functions and provision of community services as provided by local government.
- Knowledge of Emergency Management and Council's role in any municipal emergency.
- Sound knowledge of policy development.
- Detailed knowledge of legislative interpretation.
- Understanding and demonstrated capacity in respect of Community service delivery.
- Understanding of human resource management and employment law.
- Skills in high level planning and policy development.
- Knowledge of customer service expectations in a rural community environment.

## Management Skills

- Excellent human resources skills.
- Ability to manage a workforce carrying out a broad range of widely differing functions.
- Ability to contribute to the strategic direction of Council as part of Council's Executive Management Team.
- Ability to communicate and maintain professional relationships with the elected Councillors.

## Interpersonal Skills

- Excellent negotiation and conflict resolution skills.
- Excellent presentation skills for Council and the Community.
- Demonstrated leadership and motivational skills.
- Advance oral and written communication skills.
- Ability to chair meetings.
- Demonstrated ability to project a positive customer service image for Council.

## QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications relevant to the position.
- Relevant experience at a senior management level in local government or in a similar multi-functional organisation.
- Experience in the management of a large and diverse workforce.

## OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Driver's license

## LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

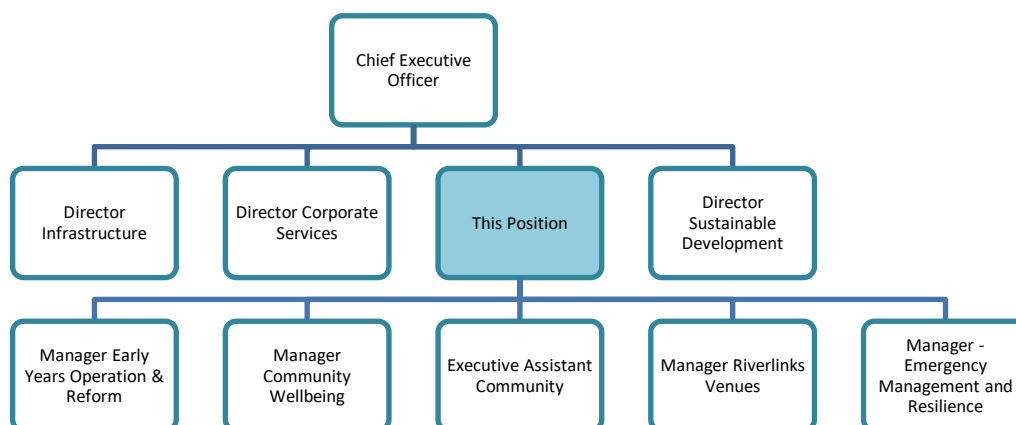
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

## ORGANISATIONAL CONTEXT

### Departmental Overview

The Healthy Communities and Liveability Directorate provides the community wellbeing, early years operations and reform, Riverlinks venues and emergency management functions of Council.



Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.



We are attentive, listen to others and consider all points of view in our decision making.



We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.



We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.



We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.



We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.



As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.



# SHARED ORGANISATIONAL RESPONSIBILITIES

## Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

## Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations. Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

## Recordkeeping

As an employee of the Victorian Public Service Sector, you have a statutory obligation to maintain the confidentiality, integrity and availability of public sector information. It is your responsibility to ensure you are fully aware of the recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create, capture and protect the full and accurate records of all work related decisions and activities into relevant approved corporate systems.

## Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent will chair the MEMPC – Municipal Emergency Management Planning Committee.

## Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

## Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation, and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

## INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

<b>Never (N)</b>	Does not occur
<b>Rarely (R)</b>	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
<b>Occasionally (O)</b>	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
<b>Frequently (F)</b>	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
<b>Constantly (C)</b>	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
<b>Work Environment</b>					
Indoors				X	
Outdoors			X		
Slippery Surfaces		X			
Uneven ground/Sloped areas		X			
Work in isolation				X	
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells	X				
Exposure to loud noises requiring hearing protection	X				
Exposure to personal waste	X				
<b>Body Posture</b>					
Standing			X		
Sitting				X	
Squatting/Crouching	X				
Kneeling	X				
Twisting		X			
Bending		X			
<b>Manual Handling</b>					
Reaching or working overhead (above shoulder)		X			
Reaching forward		X			
Gripping/fine motor movement			X		
Pushing/restraining	X				
Driving a vehicle				X	
Lifting floor to waist	X				
Lifting waist to overhead	X				
Lifting from a truck/trailer	X				
Lifting 0 - <5kg		X			
Lifting 5 - <10kg		X			
Lifting 10 - <15kg	X				
Lifting 15kg+	X				
Carrying awkward loads	X				
Climb steps/stairs/ladder			X		
Exposure to vibration	X				
<b>Psychosocial</b>					
Give direction to others					X
Dealing with aggressive customers			X		
Dealing with upset customers			X		
Supporting dependent persons			X		

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	N	R	O	F	C
<b>Cognitive</b>					
Written communication					X
Verbal communication					X
Comply with legislation				X	
Problem solve					X
Reason/make sense of things					X
Make critical decisions					X
Ensure accuracy/details					X
Remember names/details					X
Show creativity					X
Examine/observe others					X
Work quickly				X	
Concentrate amid distractions				X	

## ACCEPTANCE AND AUTHORISATION

### Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

**Authorising Officer Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_