

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title		Wellbeing Services Coordinator	
Location	Gunbalanya, Jabiru (supporting Jabiru & Maningrida)	Department	Community and Council Services
Position Level	Level 8	Work Group	Wellbeing
Position Type	Permanent / Full time	Approval Date	17 July 2024
Coverage	Local Government Industry Award	Approved By	CEO

Position Objective

The Wellbeing Services Coordinator will lead a team of staff in service areas such as, Sport and Recreation, Community Care, Community Safety, Childcare, Aquatic Centre, and Library, depending on the specific locations. This position is to determine and coordinate appropriate programs in relation to these service areas.

Key Duties and Responsibilities

1. Ensure the wellbeing community services initiatives are engaging, collaborative in design and of a high standard to value add to the social and welling of the community and assist with plan and execution of community events including, but not limited to: Australia (Community) Day, ANZAC Day, National Reconciliation Week, NAIDOC Week, Territory Day.
2. Monitor, direct, and ensure wellbeing community services and programs are conducted in accordance with statutory requirements, WARC policies and procedures, budgets and funding guidelines and best practices.
3. Monitor, evaluate and manage staff performance to enable individual and team professional growth and development.
4. Oversee the performance of your teams and complete performance reviews and training/development plans to ensure timely feedback. Give appropriate recognition which reflects the contribution of staff who have the required skills and motivation to do the job.
5. Provide support to the Council Services Manager and Community Services Support Team, to deliver, plan, implement and evaluate the activities and programs of the Wellbeing Services portfolio to contribute to the outcomes of the West Arnhem Regional Council Strategic Plan.
6. Provide recommendations to the Council Services Manager and/or Community Services Support Manager on recommended changes and/or efficiencies.
7. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Council Services Manager which are within the employee's skills, competence and training.

Essential Criteria

1. Tertiary Qualification or Diploma in a relevant field and / or relevant experience.
2. High level interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences.
3. Demonstrated success in managing and motivating staff and developing a customer-focused, productive team and organisational culture.
4. Sound knowledge and understanding and practical application of program and contract requirements and of statutory requirements of various acts and regulations relevant to the associated services.
5. Demonstrated ability to forward plan, managing time to ensure timely coordination of programs and events.



Essential Criteria

6. Well-developed written and verbal communication skills with strong abilities in the use of Microsoft Office (Outlook, Word and Excel), and the ability to quickly learn new systems.
7. Experience in conflict resolution and negotiations, the ability to remain calm under pressure, to use initiative and good judgement to solve problems.
8. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
9. Qualifications / licences:
 - a. Current C Class Drivers licence, at a minimum
 - b. Working with Children Check (Ochre Card)
 - c. NDIS Worker Screening Check (or ability to obtain)
 - d. Food Safety Certificate (or willingness to obtain)
 - e. First Aid Certificate (or willingness to obtain)

Desirable Criteria

1. Proven experience in a similar role working in a remote location.
2. Knowledge and understanding of legislation relevant to local government in the Northern Territory.

Organisational Relationships & Further Information

Reports to	Council Services Manager	Supervises	Youth, Sport & Recreation Team Leader, Community Care Team Leader, Community Safety Team Leader, Childcare Centre Manager (Jabiru), Team Leader Pool (Jabiru/Maningrida) Librarian (Jabiru)
Internal liaising	Other managers All staff	External liaising	Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours 6.00am to 7.00pm.		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		
Notes	Some work outside of business hours will be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.