

POSITION DESCRIPTION

Wellbeing Services Senior Officer			
Position Title			
Location	Warruwi	Department	Community and Council Services
Position Level	Level 6	Position Type	Permanent - Full time
Position Number	TBA	PD Number	TBA
Reports to	CSM Warruwi	Reports to	Manager Community Services (for contract work)
Reportees Roles	Youth, Sport and recreation Officers, Child Care Senior Officer, Child Care Officer, community Safety Senior Officer, Community Safety Officers, Community Safety Assistant, Community Care officer, Broadcasting officer.		
Coverage	Local Government Industry Award 2020		
Approved By	Chief Executive Officer	Date	20/01/2025

Position Objective

To lead and manage the Warruwi Wellbeing teams involved in Sport and Recreation, the Creche, Night Patrol, Community Care and Broadcasting, and

To coordinate the delivery of new and existing funded programs in Warruwi in consultation with the CSM and Manager Community Services.

Key Responsibilities

1. Underpinning Requirements

- 1.1. Understand and meet the purpose of this role and any informing legislation, regulation and, standards impacting this role.
- 1.2. Maintain ongoing understanding of the Wellbeing services, deliverables, contracts and any associated West Arnhem Regional Council (Council) compliance requirements impacting this role.
- 1.3. Engage in effective communications that foster positive relationships at all levels across the Warruwi Community and with other external stakeholders and Council staff.

2. Planning

- 2.1. Provide input into the strategic planning of Wellbeing Services options and delivery to the community.
- 2.2. Ensure that any new or repeat Wellbeing Community services initiatives are engaging, collaborative in design and delivery and are of a high standard to maximise value to the social and welling of the community.
- 2.3. Provide recommendations to the Council Services Manager and Manager Community Services about recommended changes and/or efficiencies to wellbeing initiatives, services and/or delivery.

3. Management

- 3.1. Manage the day-to-day to Community and Council Services operations and services in Warruwi in accordance with contractual arrangements, Council's Regional Plan, policies and procedures and relevant budgets
- 3.2. Provide advice, direction, feedback and assistance to Community and Council Services employees to ensure optimum delivery of services.

Key Responsibilities

4. Administration and Reporting

- 4.1. Provide administrative support to the Community Service Manager in relation to Community and Council Services activities in Warruwi.
- 4.2. Ensure all monthly and other required reports meet Council and funding guidelines and expectations.

5. Employee Responsibilities

- 5.1. Follow the requirements of your Contract of Employment.
- 5.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 5.3. Follow all lawful instructions.
- 5.4. Seek help or support from the appropriate personnel when needed.

4. Work Health and Safety (WHS)

- 4.1 Follow all approved WHS practices and processes connected with your work.
- 4.2 Ensure you work safely, and in a way that your work does not cause real or potential harm to yourself or others.
- 4.3 Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.

Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.

- Ochre Card or ability to meet the criteria for attaining one.
- Diploma in Business or Community Services or two years demonstrable experience in a similar or relatable role.
- Demonstrated success in managing and motivating staff and developing forward -facing, productive teams.
- Demonstrated ability to plan, manage time and ensure timely coordination of programs and events.
- Proven understanding and appreciation of Indigenous culture and living and working in a remote community.
- Proven competency in the use of information technology and Microsoft Office applications.
- Demonstrable ability to communicate (written and verbally) complex concepts and solutions.
- Organised approach to work and demonstrated ability to prioritise and meet deadlines.
- Current 'Class C' NT Driver's Licence.

Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.

- Willingness to work to contract requirements and Council's policies, procedures and processes.
- Proficiency in using Council's systems.
- First Aid Certificate
- Food and Safety Certificate