



POSITION DESCRIPTION

Position Title			
Wellbeing Services Coordinator			
Location	Jabiru and Maningrida	Department	Community and Council Services
Classification	Level 8	Position Type	Permanent - Full time
Position Number	TBA	PD Number	TBA
Reports to	CSM Jabiru / Maningrida	Reports to	Manager Community Services
Reportees Roles	Community Care, Sport and Recreation, Library and Aquatic Centre staff in Jabiru and Sport and Recreation and Broadcasting staff in Maningrida.		
Coverage	WARC Enterprise Agreement 2024		
Approved By	Chief Executive Officer	Date	28/01/2025

Position Objectives

- To lead and manage Wellbeing staff involved in Community Care, Sport and Recreation, and the Library and Aquatic Centre in Jabiru and staff involved in Sport and Recreation and Broadcasting in Maningrida.
- To identify and coordinate the delivery of new and existing Wellbeing programs and activities for the Jabiru and Maningrida Communities.

Key Responsibilities

1. Underpinning Requirements

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

2. Planning

- Contribute to the strategic planning of Wellbeing Services operations and delivery for the Jabiru and Maningrida communities.
- Ensure that all new or ongoing Wellbeing Community Services initiatives are engaging, collaborative in their design and delivery, and maintain a high standard to maximise their value to the Jabiru and Maningrida communities.
- Offer recommendations to the Manager of Community Services and the Council Services Managers for Jabiru and Maningrida regarding potential changes or improvements to Wellbeing initiatives, services, and deliveries.

3. Management

- Oversee the day-to-day Wellbeing operations and services in Jabiru and Maningrida in accordance with Community Services contractual arrangements, plans and budgets.
- Provide Wellbeing Services staff with timely feedback, performance management and appraisals and acknowledgement of good works.
- Communicate with relevant staff regarding any training needs for yourself or your team members.
- Coordinate with Human Resources regarding any disciplinary matters that may need to be escalated.

Key Responsibilities

4. Employee Responsibilities

- 4.1. Follow the requirements of your Contract of Employment.
- 4.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 4.3. Follow all lawful instructions.
- 4.4. 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.
- Tertiary qualifications in a relevant field or two years demonstrable experience in a similar or relatable role.
- Demonstrated success in managing and motivating staff and developing a customer-focused, productive teams.
- Demonstrated ability to forward 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