



# POSITION DESCRIPTION

<b>Position Title</b>	<b>Wellbeing Services Coordinator</b>		
<b>Location</b>	Gunbalanya, Jabiru (supporting Jabiru & Maningrida)	<b>Department</b>	Community and Council Services
<b>Position Level</b>	Level 8	<b>Work Group</b>	Wellbeing Services
<b>Position Type</b>	Permanent / Full time	<b>Approval Date</b>	13 February 2026
<b>Coverage</b>	WARC Enterprise Agreement	<b>Approved By</b>	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, Broadcasting 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.
2. Lead and support the planning, coordination and execution of community events including, but not limited to, Australia (community)Day, ANZAC Day, National Reconciliation Week, NAIDOC Week and Territory Day; including undertaking event coordination responsibilities and ensuring event risk assessments are completed.
3. 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.
4. Monitor, evaluate and manage staff performance by undertaking regular performance discussions, completing reviews and development plans, and providing timely feedback and recognition to support individual capability development and high-quality team outcomes.
5. Identify training needs and support the delivery of staff development to ensure capability, compliance, and continuous improvement.
6. Provide support to the Council Services Manager and Community Services 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.
7. Build and maintain effective working relationships with internal teams and external stakeholders, including community organisations, government agencies and partner organisations, to support coordinated planning, resources sharing and the successful delivery of Wellbeing Services programs and agreed program deliverables.
8. Provide recommendations to the Council Services Manager and/or Manager Community Services on recommended changes and/or efficiencies.
9. 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 and Manager Community Services which are within the employee's skills, competence and training.

## Essential Criteria

1. Tertiary Qualification or Diploma in a relevant field and / or minimum of three years 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.

### Essential Criteria

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.
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. Demonstrated ability to collect, analyse and report on program data and performance measures to support accountability, continuous improvement and compliance.
8. Experience in conflict resolution and negotiations, the ability to remain calm under pressure, to use initiative and good judgement to solve problems.
9. 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.
10. Qualifications / licences:
  - a. Current C Class Drivers licence
  - b. Working with Children Check (Ochre Card)
  - c. NDIS Worker Screening Check or ability to obtain
  - d. Food Safety certificate or ability to obtain
  - e. First Aid certificate or ability 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

<b>Reports to</b>	Council Services Manager and Manager Community Services (Shared dual reporting)	<b>Supervises</b>	Sport & Recreation Team Leader (Maningrida), Community Care Team Leader (Gunbalanya), Community Safety Team Leader (Gunbalanya), Team Leader Pool (Jabiru/Maningrida), Librarian (Jabiru) Broadcasting Officer (Gunbalanya) Sport and Recreation Officer (Jabiru)
<b>Internal liaising</b>	Other managers All staff	<b>External liaising</b>	Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses
<b>Span of hours</b>	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours 6.00am to 7.00pm.		
<b>Employment Check / Permit</b>	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.		
<b>Travel</b>	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		
<b>Notes</b>	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.