



Collaboration



Communication



Integrity



Efficiency



Leadership

Position Title	Coordinator (Active and Healthy)				
Department	Community, Cultural and Economic Development	Branch	Community and Cultural Services		
Section	Community Services	Instrument	Officers Certified Agreement	Level	7

Our Purpose	Together we proudly enhance the quality of life for our community.				
Our Values	Collaboration	We work together towards a common purpose and understand every employee plays a role in our success.			
	Communication	We communicate openly and ensure diverse voices are being heard and valued.			
	Integrity	We have a professional and respectful workplace and are motivated by public rather than private interests. We inspire others to act ethically.			
	Efficiency	We provide enhanced service to the people of Ipswich and we aim to get it right, first time.			
	Leadership	We engage the heads, hearts and hands of our people to achieve our purpose. Recognition is part of our every day.			

ABOUT IPSWICH CITY COUNCIL

Neighbouring Brisbane, Queensland's capital, Ipswich is the state's fastest growing area and oldest provincial city. It is a dynamic blend of rich heritage, proud communities, diverse landscapes, and lively energy all contributing to a region full of liveability and opportunity.

Ipswich City Council employs more than 1,500 people and promotes a workplace culture built on our communication, collaboration, integrity, efficiency, and leadership values. Council teams operate across various industries delivering a wide range of services to the community.

PURPOSE OF THE POSITION

This role leads and manages a multi-disciplinary team in activities spanning strategy development, delivery, management, and evaluation of programs for the purpose of improving participation in and increasing opportunities for health and wellbeing in Ipswich.

REPORTING LINE

This position reports to the Community Services Manager and has two direct reports.

ACCOUNTABILITIES

1. Lead, coordinate and manage strategic projects and a multi-disciplinary team contributing towards the Corporate Plan vision of a 'Vibrant and Growing' City.
2. Ensure project management is applied to coordinate the preparation of businesses cases, project planning and the securement of funding, oversee and manage interdependent projects across council to ensure the successful implementation of the Active Ipswich Strategy.
3. Provide advice to Council, Committees, Boards, Panels, Councillors, the Chief Executive Officer, General Managers and other managers as required.
4. Identify, develop and strengthen external strategic partnerships and champion physical activity, obesity and other health related projects in the Ipswich LGA.
5. Develop, oversee and report on the Active and Healthy and Outdoor Recreation programs of work, including preparation of budgets and performance management arrangements relevant to the Branch.
6. Provide technical leadership and specialist advice on physical activity, obesity and health and wellbeing to Council's staff, ELT, Councillors and external consultants and partners.
7. Manage a team of external consultants for the delivery of a suite of action plans relevant to the delivery of the Active Ipswich Strategy 2031.

QUALIFICATIONS

Mandatory:

- Possession of a degree in Health Promotion, Leisure, Sport and Recreation, Public Health, Exercise Physiology or similar, or significant progress towards obtaining same.

Desirable:

- Post-graduate qualifications in a related field.
- Experience working in local government.

SELECTION CRITERIA

1. Ability to lead performance through setting clear direction and expectations, providing support and feedback and monitoring ongoing performance of individuals and the team.
2. Substantial experience in achieving collaborative outcomes relevant to the development, implementation, management and evaluation of Active and Healthy programs and projects related to health and wellbeing initiatives
3. Demonstrated success in building positive relationships with a range of stakeholders, including political representatives, internal subject matter experts, government and non-government agencies and service providers to establish clear direction and achieve shared goals.
4. Substantial experience to lead and manage a multi-disciplinary team, including managing work programs, finances and performance.
5. High level of knowledge of population health and/or public health principles
6. High level of skill in managing programs, specifically physical activity related programs.

7. High level of skill in developing plans or contributing to planning activities, specifically physical activity related plans
8. Superior skills in producing written documentation of a high standard to a variety of audiences, including policies, correspondence, briefing notes, business cases, memorandums and a range of reports
9. High level of analytical and interpersonal skills, including communication and liaison, to represent Council in a variety of public forums and communicate with a range of stakeholders on population physical activity matters including provision of specialist advice.

GENERAL

This position description reflects a summary of the key accountabilities of the position, it is not an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties that are reasonably within the scope of the officer's skills, competence and training.

CORPORATE EXPECTATIONS

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Plan work activities identifying hazards and controls in consultation with workers
 - Conduct and record site inspections and risk assessments (including hazard identification, risk analysis, control measures and treatments)
 - Investigate all accidents and near misses using the appropriate tools and recording systems
 - Allocate appropriately skilled workers, resources and equipment to ensure activities can be carried out safely
 - Participate in the resolution of WHS issues in work areas, projects and sites
 - Cease and reassess work if a hazard control measure fails or is ineffective
 - Assist in workforce planning and training
 - Ensure workers attend scheduled safety training
 - Communicate hazards and controls as identified in the planning process
 - Report on issues/incidents/hazards and near misses related to work activities
 - Conduct regular safety conversations/Interactions
 - Ensure accountability of workers.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected, and ideas and perspectives are sought out.