

POSITION DESCRIPTION

POSITION TITLE: Social Inclusion Officer (Ageing and Disability)

STATUS: 0.8 eft Max Term

CLASSIFICATION: Band 5

BUSINESS UNIT: Community and Family Services, Liveable Communities

DATE: April 2022

ORGANISATIONAL CONTEXT

Our vision is that the unique identity of our urban, hills and rural areas is strengthened. We meet the challenges we face together as a community. How we respond balances the needs of our people, businesses, our productive land and natural environments.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our organisational culture, values and demonstrates key leadership capabilities. We define our culture as working together, working differently and working for the future. The values of teamwork, respect, accountability, communication and customer focus underpin our work and our behaviours to ensure we deliver on the Council's vision while maintaining a healthy, engaging and inclusive workplace. The Leadership Capability Framework describes what we do as leaders and the Values form the basis of how we behave in the workplace and conduct the business of planning.

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from newborn babies, to young people, families and our senior citizens.

Cardinia Shire Council values Inclusion and Gender Equality and does not condone any negative behaviours as outlined in our Workplace Behaviours policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader Access and Ageing
Internal Liaisons:	Various business units across Council
External Liaisons:	Relevant State, regional and local networks, community organisations, Commonwealth, and Local Governments.

POSITION OBJECTIVES

- To assist with implementation of the Council's respective Access and Ageing strategies and undertake associated activities.
- To support the achievement of business unit and organisation objectives.
- To support organisational planning and work collaboratively to embed the objectives of the Access and Ageing strategies within broader strategies and partnerships.
- Build relationships with services and agencies across the Shire to improve the support for people as they age.

KEY RESPONSIBILITIES AND DUTIES

- Assist with the review, development and implementation of the Ageing Well and Access and Inclusion strategies.
- Work closely with other business units of Council to achieve identified outcomes in the Ageing Well and Access and Inclusion Strategies.
- Work closely and build relationships with local providers, groups and agencies/government departments to achieve actions in the respective access and ageing strategies.
- Support the community and sector with information, linkages and capacity building in relation to Support at Home service offerings.
- Work with community services organisations to identify health and wellbeing issues in the aged and disability populations and help build the capacity of organisations/partners to find local solutions.
- Develop and maintain effective networks with local and state government authorities and advocate for effective resources for our community/development of partnerships
- Keep informed on developments, legislation, and regulations relevant to the requirements of the position.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to HR, IT, OH&S/Risk Management policies, procedures, and practices
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents
- Ensure compliance with Council financial and procurement policies and procedures

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for the quality, accuracy and timeliness of all work produced within the role.
- Exercises discretion in the application of established procedures.
- Freedom to act set by clear objectives, with frequent consultation with senior staff and regular reporting mechanisms.
- Decisions and actions may be subject to appeal or reviewed by more senior employees.

JUDGEMENT AND DECISION MAKING

- Guidance and advice are usually available, within the timeframe to make a recommendation, decision and or provide advice.
- The objectives of the work are clearly defined, and the duties are carried out with minimal supervision. May involve problem solving using guidelines, professional/technical knowledge or experience.

SPECIALIST SKILLS AND KNOWLEDGE

- An understanding is required of the function of the position within its organisational context, including relevant policies and procedures.
- Understanding of State and Federal Government policies relating to access and ageing.
- Knowledge of health promotion and community development principles and practices as they relate to access and ageing.
- Exceptional stakeholder engagement with key internal stakeholders and external agencies.
- The incumbent requires an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

MANAGEMENT SKILLS

- Skills in managing time, planning and organising own work and setting priorities.
- Achieve specific objectives within available resources and timetable.
- Ability to self-motivate.

INTERPERSONAL SKILLS

- Sound communicator (written and verbal) with the ability to gain the trust and confidence of others.
- Well-developed interpersonal and communication skills, both written and oral.
- Ability to gain cooperation and assistance from clients, members of the public, other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to problem solve and use initiative. Ability to liaise with and maintain networks with community members, colleagues, and peers, and in other councils and organisations.
- Provide strong and positive customer service both internally and externally.
- Write reports in field of expertise and/or prepare external correspondence.

QUALIFICATIONS AND EXPERIENCE

- A qualification in, Social Sciences, Community Development or another relevant discipline is desired.
- Previous experience working with community organisations is desirable.
- Demonstrated experience in community development processes.
- Experience working with local aged care providers or similar community organisations.
- A current Victorian Driver's licence and Working with Children Check (WWCC) is required

KEY SELECTION CRITERIA

- Demonstrated knowledge of health promotion and community development principles and practices (specifically related to access and ageing).
- Well-developed consultation and communication skills.
- An understanding of State and Federal Government policies relating to access and ageing.
- Ability to develop and maintain effective networks with local and state government authorities and advocate for effective resources for our community/development of partnerships
- Able to work effectively as part of a team and contribute to business improvement activities.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure

This is a part time, maximum term position until June 2023

Pre-employment checks

All appointments are subject to a National Police Record Check, Working With Children Check, pre-employment medical check, and a six-month probationary period (new employees only). In line with recent Victorian Government announcements, this role requires the incumbent to have and maintain the necessary mandatory COVID-19 vaccinations.