

Employment

Position Description

Position:	Rural & Regional Liveability Coordinator – South West PCP
Award:	Lyndoch Living (Health and Allied Services, Managers and Administration Officers) Enterprise Agreement, 2016-2020
Classification:	As per Enterprise Agreement
Status:	As per Contract of Employment
Qualifications:	Policy and/or Community Development

Position Goal

Successfully deliver the Rural & Regional liveability project in partnership with community and member agencies by:

- Creating documentation related to the project, such as discussion papers, evaluation, action plans, etc.
- Engaging with partners and other sectors to support, implement and develop the initiative.
- Support the establishment of communities of practice/working groups on agreed focus areas.

Position Objective(s)

- Engage member agencies in selection of focus areas/enablers to implement the R&RL framework, including development of working groups, indicators for success/evaluation, and action plans.
- Embed consumer participation and effective communication into daily practice.
- Promote the R&RL framework as a long-term strategic planning tool within the GSC region

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

SWPCP Vision

To be a leader of sustainable partnerships, improving the health and wellbeing of our local communities.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified

- **One Team**
We value and recognize individuality as a vital part of developing a unified voice
- **Pride**
We support pride and passion in our work and in doing so, we attract others who share our values
- **Welcoming Workplace**
We encourage warm, friendly and respectful interactions across all aspects of our Services
- **Yes Culture**
We always start with 'yes' in every deliberation
- **Customer Service**
We ensure that customers feel engaged and valued in every interaction
- **Innovation**
We will enhance our services and exceed customers' expectations, by embracing Innovation and fresh ideas
- **Fun and Enjoyment**
We recognize that fun and enjoyment are critical to success
- **Social Purpose**
Through the social conscience of our staff and consumers we actively engage with causes that impact our local community
- **Safety**
We actively promote safety through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations

Key Responsibilities and Duties

Coordinate and deliver action, forums, and opportunities for member agencies to partner:

- To further develop the R&RL framework and documentation for practical application (e.g., action plans, evaluation, etc.)
- Embed the R&RL framework in strategic planning activities within the GSC through supporting working groups for focus areas/enablers, etc.
- Develop 'tools' for applying the framework in practice.

Organisational Relationships

Reports to:	SWPCP Executive Officer
Supervises:	Nil
Internal Contacts:	SWPCP staff and partners
External Contacts:	Agencies across the GSC region Wimmera PCP staff DFF&H staff

Specialist Knowledge and Skills

The following knowledge and skills are required:

- Ability to strategically engage and partner with member agencies.
- Access, analyse and interpret population health indicators for selected population health issues.
- Evaluate health and wellbeing programmes and interpret reports/data.
- An understanding of community health issues and ways to enhance service integration, shared care, and consumer engagement amongst partners.
- High level of project management skills in being able to deliver agreed outcomes on time.
- High level writing skills to be able to produce concise and informative reports on time.
- Excellent MS; Excel, Word, PowerPoint and Outlook skills

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Excellent verbal communication skills
- Considerable persuasive, listening and negotiation skills
- Ability to work independently and problem-solve
- Ability to take on critical feedback to enhance personal growth and partner value
- Self-manage and make decisions which adds value to the partnership

General

Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.

There is an expectation that the role may include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities.

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)

Signature

Date

Authorised by: Executive Officer
Date: July 2021

