



## Job and Person Specification

<b>Position:</b>	Community Wellbeing Officer
<b>Department:</b>	Community Services
<b>Reports to:</b>	Manager, Community Services
<b>Direct Reports:</b>	Nil
<b>Award / Level:</b>	Professional 1-2
<b>Incumbent:</b>	Vacant
<b>Date Appointed:</b>	

Position Objective
<p>As the Community Wellbeing Officer, you are responsible for coordinating and delivering community wellbeing initiatives that support the mental health and wellbeing of the Break O'Day community and young people.</p> <p>You will work collaboratively with Council staff, community members, stakeholders and service providers to design, implement and evaluation projects that foster positive mental health outcomes. The role places a strong emphasis on community connection, youth engagement, and accessibility.</p> <p>You will play a critical role in creating respectful and safe environments for community interaction, especially in amplifying the voices of young people and integrating their perspectives into community planning and policy development.</p> <p>Adhering to organisational values of "Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions."</p>

Key Result Area	Key Tasks	Performance Indicators
<b>Community Mental Health and Wellbeing</b>		
Wellbeing Projects, Activities	<ul style="list-style-type: none"><li>Collaborate with the community to identify and support activities that enhance wellbeing, including but not limited to helping community access grants and resources, supporting community to access best practice information, and providing connections and information to scaffold the development of community-led actions.</li><li>Implement and manage any Council led projects, activities and initiatives that enhance wellbeing and ensure that timeframes and objectives are met and required resources are available.</li><li>Nurture community connections that will support wellbeing outcomes and protective factors for mental health.</li><li>Participate in networks and forums that deliver and support mental health and wellbeing activities and services.</li></ul>	Creation of wellbeing opportunities and participation in activities that enhance wellbeing.

	<ul style="list-style-type: none"> <li>Establish a Service Agreement and work in partnership with an incorporated body to support the delivery of the annual Festival of Wellbeing.</li> </ul>	The Festival of Wellbeing is held annually
Communication & Community Engagement	<ul style="list-style-type: none"> <li>Run small workshops (conversations) in the community to introduce wellbeing concepts to a diverse range of community members.</li> <li>Develop and disseminate quality wellbeing information to community members and ensure equality of access.</li> <li>Promote wellbeing through communications and approaches that are inclusive and accessible.</li> <li>Gather feedback, evidence and community opinions.</li> </ul>	Conversations are hosted within community to help people understand wellbeing concepts and learn more about creating and supporting a thriving community.
Stakeholder Networks and Collaborations	<ul style="list-style-type: none"> <li>Coordinate the Health and Social Services Network to maintain connections and awareness stakeholder roles in the community and to nurture a supportive connected support community.</li> <li>Develop and maintain relationships with relevant research facilities, government bodies or community organisations who support mental health and wellbeing practices that are applicable to Break O'Day municipality.</li> <li>Actively participate in community Mental Health and Wellbeing planning and strategies to ensure alignment with best practice and to provide guidance and support where appropriate.</li> <li>Participate in the Partnership Group of Youth Live4Life and support, advocate for and promote the work of the Program.</li> </ul>	<p>Council and community planning and strategies for mental health and wellbeing are informed by best practice.</p> <p>A thriving network of stakeholders are contributing to the wellbeing of the Break O'Day community.</p> <p>Effective partnership with Live4Life to achieve Program Goals.</p>
<b>Governance &amp; Corporate Mental Health and Wellbeing</b>		
Organisational Culture	<ul style="list-style-type: none"> <li>Participate in development and implementation of Council's Mental Health Action Plan.</li> <li>Provide information, case studies and examples of good practice to support People &amp; Safety team.</li> <li>Participate in the WHS Committee by providing updates on wellbeing projects and community trends when requested.</li> </ul>	Council policies, plans, and strategies are informed by best practice for mental health and wellbeing.
Employee Mental Health and Wellbeing	<ul style="list-style-type: none"> <li>Assist with the delivery and evaluation of Council wellbeing initiatives if required.</li> <li>Support communication of wellbeing information to employees and elected members.</li> </ul>	
<b>Youth Mental Health and Wellbeing</b>		
Youth Voice to Council	<ul style="list-style-type: none"> <li>Recruit and support young people to participate in the Youth Voice to Council.</li> <li>Engage young people to learn about Local Government roles and responsibilities.</li> <li>Review and monitor Youth Voice to Council and make adjustments to Framework if required.</li> </ul>	Active Youth Voice to Council participating in decision making on issues that are important to young people.

	<ul style="list-style-type: none"> <li>• Ensure the Youth Voice to Council operates within the Child and Youth Safe Framework and Council's Youth Policy and Interim Youth Strategy and within best practice Youth engagement approaches.</li> </ul>	
Youth Strategy	<ul style="list-style-type: none"> <li>• Gather feedback, evidence and community opinions of youth needs and opportunities.</li> <li>• Develop a Youth Strategy informed by Youth Voice.</li> <li>• Support the implementation of the Interim Youth Strategy and the Youth Strategy once adopted.</li> </ul>	The adoption and implementation of a Youth Strategy informed by Youth Voice.

Selection Criteria/Person Specification	
QUALIFICATIONS/EXPERIENCE	<ul style="list-style-type: none"> <li>• Qualifications relevant to the position, such as mental health, community development, wellbeing, or relevant experience.</li> <li>• Demonstrated experience coordinating or delivering wellbeing, mental health, community development or health promotion programs.</li> <li>• Demonstrated experience in working with young people.</li> <li>• Experience working with community groups, service providers or government agencies to deliver projects or initiatives.</li> <li>• Experience organising and facilitating meetings, workshops or community conversations with a diverse range of participants.</li> <li>• Experience working in, or with, a local government or community services environment (desirable).</li> </ul>
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> <li>• Well-developed written communication skills, including the ability to prepare reports, summaries and promotional or information materials.</li> <li>• Effective interpersonal and communication skills with the ability to build positive working relationships with community members, service providers and Council staff.</li> <li>• Ability to coordinate projects, activities and events, including managing timeframes and contributing to budget tracking.</li> <li>• Ability to gather, record and present information, feedback and data to support planning, reporting and evaluation.</li> <li>• Ability to learn and apply policies, procedures and guidelines relevant to wellbeing, youth engagement and workplace safety.</li> <li>• Strong digital skills, including the ability to use social media and online platforms to share wellbeing information with the community.</li> </ul>
PERSONAL & BEHAVIORAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• Ability to work with a high level of initiative while operating within agreed priorities, policies and procedures.</li> <li>• Positive and respectful approach to supporting the wellbeing of others.</li> <li>• High level of personal integrity, professionalism and confidentiality.</li> <li>• Strong listening skills and the ability to build trust and rapport with a wide range of people.</li> <li>• Ability to contribute positively to a collaborative and supportive work environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Willingness to learn and adapt in a dynamic community and organisational setting.</li> </ul>
DELEGATIONS & AUTHORITY	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
JOB REQUIREMENTS	<ul style="list-style-type: none"> <li>• Current Australian Driver's License.</li> <li>• National Conviction Check</li> <li>• Working with Vulnerable People Check</li> </ul>
TRAINING	<ul style="list-style-type: none"> <li>• Commitment to ongoing professional development and training including but not limited to Mental Health First Aid, Child and Youth Safe Framework Training.</li> </ul>

**By accepting this position, the employee understands their responsibility:**

- To keep all information that they are exposed to confidential during and after their period of employment with Break O'Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within Council's systems that is not directly relevant to their work.

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved By  
Departmental  
Manager: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approval By  
General  
Manager: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_