



Healthy Ageing Specialist

Directorate	Department
Connected Communities	Community Access and Support
Position No	Enterprise Agreement Classification
HAE16	Band 6
Reports To:	Direct Reports
Positive and Healthy Ageing Program Lead	N/A

What we trust you to deliver

The Healthy Ageing Specialist will play a pivotal role in advancing the goals and implementation of Council endorsed strategies under the Community Access and Support portfolio. This position encompasses two distinct yet interrelated focuses: the Age and Dementia Friendly Communities initiative and the Healthy Ageing project. The incumbent will spearhead efforts inclusive of the following themes to enhance seniors' engagement, foster community inclusion, address social isolation and loneliness, health and wellbeing of seniors and, digital literacy and inclusion. Establishment of new partnerships and strengthen existing ones, will continue to be a focus to deliver programs that improve connection, wellbeing and resilience of seniors and vulnerable people across the municipality. The administration of the Knox Active Ageing Advisory Committee, and, management and oversight of other relevant committees and volunteer project teams will inform project and program planning, implementation, and evaluation, as guided by Council and supported by the community.

What you will need to thrive

- Demonstrated understanding of the World Health Organization Age Friendly Cities Programme.
- Demonstrated understanding of Dementia and the strengths of, and challenges and issues faced by, people living with dementia, and their carers, family and friends.
- Demonstrated understanding of physical activity programs and community infrastructure that support seniors to improve their physical, mental, and social health and wellbeing.
- The ability to build partnerships and work collaboratively with others to meet shared objectives.
- The ability to build formal and informal relationship networks inside and outside of the organization.
- Demonstrated ability to plan and prioritize work to meet commitments aligned with organisational goals.
- Ability to plan and collaborate with internal and external stakeholders.
- Demonstrated understanding of the World Health Organization Age Friendly Cities Programme and dementia-related challenges.
- Good project management skills, including proven ability in research, analysis and problem solving.
- Demonstrated ability to hold oneself and others accountable to meet commitments and drive success.

What success looks like

1. Contribute to the improved physical mental and social health, inclusion and equality, and sense of belonging and safety, and increased opportunities for all people in Knox to have their say, across the municipality through a number of key programs and projects.
2. Provide advocacy for improved accessibility and safety for Seniors across the municipality, with a focus on nature parks and reserves, shopping centres and strips, and train stations.
3. Support the review and modification of existing exercise reserves and outdoor gyms across the municipality.



4. Support the design and implementation of new seniors exercise parks across the municipality to improve physical activity by seniors.
5. Demonstrated understanding of the strengths of and challenges and issues faced by people living with a disability, and seniors in Knox.
6. Determining the needs and aspirations of people who are socially isolated or at risk of social isolation, or loneliness, within the municipality, and supporting the planning and implementation of a social prescription model that responds to identified need
7. Maintain ongoing partnership with Dementia Australia and other such provides in support of Knox’s vision as a Dementia and Age Friendly City.
8. Oversee the implementation of relevant strategies and plan action in support of Knox senior residents and vulnerable people including a focus on dementia and ageism.
9. Actively participate in Council’s approach to performance, development and review process ROADmap. Your ROADmap is the opportunity to bring your whole self to work through celebrating your talents and strengths and supporting your performance and development.
10. This role may also be required to carry out other such duties as are within the limits of the employee’s skills competence and training.

The expertise you bring (including qualifications and experience)

- Relevant tertiary qualifications in social science or a related field and some relevant experience working with seniors, people living with dementia (and their carers, family and friends), community and health services, and governments. Or lesser formal qualifications with substantial relevant experience.

Key competencies

Plans and aligns	Builds networks	Communicates effectively	Collaborates
Cultivates Innovation	Nimble Learning	Customer Focus	Ensures Accountability

OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights

- Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.
- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures.

Our Customer Promises

Our customer promises are our commitments to our customers.

- We care: we listen and take the time to understand you and what you need
- We’re helpful: we’re easy to deal with, professional and focused on clear, practical outcomes
- We’re fair: we work to meet your needs, while balancing our community obligations
- We’re knowledgeable: we’ll let you know what we can do to help and help you anticipate what else you might need
- We’re accountable: we’ll guide you through the next steps, always follow through and work with our colleagues to keep you informed of our progress
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Who you will work with:

Internal:	External:
<ul style="list-style-type: none"> Community Access and Support Department Staff Connected Communities Directorate staff & other Council Staff The Knox Active Ageing and Disability Committees Knox Bright Ideas Network and other project and volunteer committees 	<ul style="list-style-type: none"> Municipal Association of Victoria (MAV), State and Commonwealth Governments Eastern Metropolitan Region Councils and other Victorian Local Government networks Community Learning Centres, Seniors Citizens Centres, Social Groups, University of the Third Age, Your Library

Accountability and extent of authority

- Resource management - freedom to act set by clear objectives and/or budgets, with a regular reporting mechanism; effect of actions taken is usually limited to quality or cost of programs/projects
- Formal input into policy development within the area of expertise and/or management.

Judgement & Decision Making

- Make judgements, decisions and problem solve in accordance with relevant guidelines, legislation and best practice, and seek advice from more senior staff when unsure of best approach
- Work is usually specialised – with methods and procedures developed from theory or precedent
- Problem solving may involve application of these techniques to new situations
- Guidance and advice is usually available.

Specialist Skills and Knowledge

- Good understanding of age friendly and dementia friendly cities and communities, community and health sector, and associated policies, procedures and strategic directions of the Victorian and Commonwealth Governments
- Good understanding of the specific issues and challenges facing marginalised and vulnerable communities, including but not limited to Aboriginal and Torres Strait Islanders; CALD; People living with a disability; LGBTIQ+; and Seniors.
- Strong community and stakeholder engagement skills and the capacity to work on a partnership basis across a diverse organisation and with external stakeholders
- Typically, proficiency in the application of a theoretical or scientific discipline
- Understanding of long term unit goals and policies of unit and wider organisation
- Some positions (particularly resource management) require a familiarity with budgeting techniques.

Management skills

- Strong skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Interpersonal Skills

- The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Be able to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other teams in their own organisation to resolve intra-organisational problems.

Inherent Requirements

The inherent requirements of the role are provided in the job advertisement as well as on Council's [Recruiting and Selecting for Excellence](#) page.

Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

Conditions of Employment

Conditions of employment are in accordance with the **Knox City Council Enterprise Agreement** and the Knox City Council Code of Conduct. Applicants will require the following:

Satisfactory Police Check	ID Verification Check	Current Victorian Drivers License
Reference Check	AU Entitlement to Work	Working with Children Check

About Knox

Making a difference to others and our community is at the heart of everything we do at Knox. Future Ready Knox connects our vision, aligns our purpose with values, strategy and people experience. We all have an important role to play, in working together we will achieve all we aim for and more.



Our Values

Our values are the foundations to our success and culture at Knox. They represent what we stand for, inspire us to bring our whole selves to work and create a shared understanding to align the way we work with our vision and purpose.



Make a difference daily



Inspire and facilitate success



Think big act bold



Do what is right (not what is easy)

THRIVE: Our Future Ready Knox Strategy

The world we live in is changing, placing ever more focus on people and what it means to be human.

It is time we reimagine the future of work and adapt how we lead our changing business, so we evolve and remain purposeful for our residents, our community and our City. We all have capacity to adapt and evolve. It is through harnessing our changing skillsets and mindsets, and working and learning together that we will bring out the best in each other and create a future we can all feel good about.



Adaptive future

We will pursue the future with a clear strategy of excellence and service. We will never stop learning and growing. We will be a resilient, adaptable and sustainable workplace comprised of thriving people working together to fulfil our core purpose: empowering our diverse community to thrive and prosper.

Evolving culture

We strive to be an agile organisation built on a foundation of psychological safety and trust in our leaders, our teams and ourselves. We will be defined by our love of learning, innovation and growth. We will be led by wholehearted humans who bring out the best in our people and drive collective ownership of our vision, strategy and values. This will ensure we respond, adapt and thrive in a rapidly changing world.

Flexible workplace

We will thrive in our inclusive and connected workplace, defined by flexible practices and spaces, and enabled by new technologies and business intelligence. These will support our people to explore and adopt new ways of thinking, learning and working that ultimately deliver greater value to our community.

Thriving people

We will be defined by our resilient, diverse and capable people and will support them to keep growing and leveraging their passions, talents and skills. We will improve the ways we engage and communicate, embrace productive conflict and hold each other accountable for our commitments. We will harness our collective potential to make a difference and create a future we can all feel good about.

Please refer to our website www.knox.vic.gov.au for more information about Knox City Council.