

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Coordinator Active & Healthy Ageing			
<b>POSITION NO:</b>		704300	<b>CLASSIFICATION:</b>		Band 7
<b>DIVISION:</b>		Community Wellbeing			
<b>BRANCH:</b>		Aged and Disability Services			
<b>UNIT:</b>		Community Planning			
<b>REPORTS TO:</b>		Coordinator Community Planning			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Yes	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

---

### POSITION OBJECTIVES

- To provide a leadership role in the planning, development, implementation and evaluation of Council's Active & Healthy Ageing programs and services tailored to meet the needs of adults aged 50+ in Yarra.
- To coordinate and provide a leading role in the development, delivery and evaluation of the Active and Healthy Ageing in Yarra Strategy and the Action Plans aligned with the Strategy.
- To coordinate resource and build the capacity of Council's Active Ageing Advisory Committee.
- To provide specialist policy and planning advice in the development and implementation of key Council policies, plans, programs and services.
- To develop and maintain partnerships with local agencies/service providers to support and build community capacity, facilitate effective targeting of local resources and build an age-friendly city.
- To contribute to and support an organisational culture that encourages cross-branch and cross-divisional engagement.

## ORGANISATIONAL CONTEXT

The City of Yarra has a proud history in service provision, advocacy, social planning and community development. Yarra is an incredibly rich and diverse municipality both in terms of its population and its dense network of community based agencies. The Aged and Disability Services Branch forms part of the Community Wellbeing Division. As a member of the Branch management team, the incumbent is required to pursue Branch and Divisional goals through effective teamwork within the Division and through the development of excellent working relationships with a range of external and internal parties.

The incumbent is expected to support strategic planning within the Aged and Disability Services area and across the organisation in relation to people 50 plus. The incumbent will drive innovative approaches to the support, engagement and empowerment of residents through existing programs, partnership arrangements and implementation of Council plans.

## ORGANISATIONAL RELATIONSHIP

<b>Position Reports To:</b>	Coordinator Community Planning
<b>Position Supervises:</b>	Community Engagement Officer
<b>Internal Relationships:</b>	The incumbent liaises with staff at all levels within the organisation including Managers, Coordinators and Officers across all Divisions.
<b>External Relationships:</b>	The incumbent is required to develop and maintain professional relationships with Chair and members of the Active Ageing Advisory Committee, Seniors Groups, residents, community agencies, Government Departments, other Councils, Neighbourhood Houses, Health Services, and CALD agencies.

## KEY RESPONSIBILITY AREAS AND DUTIES

### Activity Planning, Implementation & Review

- Lead and/or participate in the development, implementation and evaluation of activities and programs tailored to meet the needs of adults aged 50+ in Yarra.
- Coordinate, actively manage and monitor:
  - Service agreements with Neighbourhood Houses;
  - Grants, including the Men's Shed;
  - Companion Animal Support Program; and,
  - CHSP Participation grant funding - Seniors Groups and community agencies.
- Oversee the coordination and ongoing development of the Exercise and Art Class, ensuring records and rosters are maintained and service reviews conducted within timeframes.
- Coordinate and develop programs and activities related to celebrating positive ageing and support community connection, including Seniors Week and cultural diversity celebrations.
- Manage the delivery of the Yarra Seniors Festive event.
- Promote a whole of Council approach to capitalise on efforts across the organisation to engage with and empower older people – within areas such as leisure services; libraries and adult learning; sustainability; intergenerational activities.

### Active & Healthy Ageing in Yarra Strategy & Action Plans

- Champion the Active and Healthy Ageing in Yarra Strategy 2018-2024 within Council and with external stakeholders and the community at large to ensure the needs of people 50+ are recognised and considered in the delivery of programs and services.

- Coordinate and provide a leading role in delivery and evaluation of the current Action Plan aligned to the Strategy, working closely with identified partners (internal and external) for the delivery of each action within agreed timeframes and budgets.
- Provide a leadership role in the development of future Active Healthy Ageing Strategies and associated Action Plans, including researching and reviewing policy direction and best practice initiatives in this area and engaging with key stakeholders and the broader community.

### **Active Ageing Advisory Committee**

- Co-ordinate, resource and build the capacity of Council's Active Ageing Advisory Committee (AAAC) to enable the group to meet their key objectives as outlined in the AAAC Terms of Reference.
- Provide administrative support and resourcing to the Chair of the AAAC and relevant staff at all levels of the organisation, including pre-meeting briefings and provision of specialist advice on key issues and options to manage key agenda items.
- As the key officer for the AAAC review any relevant actions, strategic issues or projects identified during a meeting and prepare responses for consideration at future meetings.
- Ensure that the AAAC operates as per the requirements outlined in the "Council Committees Policy".
- Keep informed of, and provide specialist advice on, international, national and state policy directions and new program initiatives for people 50+, with a focus on combatting ageism in Yarra

### **Policy and Planning**

- Provide strategic vision and leadership to support Council to lead in planning for, and engagement with, older people (50+).
- Keep abreast of, and provide primary analysis of demographic, population, policy and service data and developments relating to older people at the local, regional, state and federal levels.
- Provide specialist advice in the development and implementation of key Council policies and strategic plans that further creates age-friendly environments in Yarra and works to combat ageism.
- Provide a Branch leadership role in improving access to mainstream services by people from cultural and linguistically diverse (CALD) and LGBTIQ background.

### **Partnerships and Community Capacity Building**

- Pursue community strengthening, partnership and advocacy opportunities that are responsive to the diverse and changing needs of older people.
- Maintain contact with and develop supportive relationships with seniors' clubs. Support may include any form of support or assistance to ensure the clubs are functioning effectively and meeting the needs of the target community.
- Support local sector forums to support an integrated approach to local planning and to build local knowledge and capacity to respond to current and emerging issues within the Yarra 50+ community.
- Develop and facilitate partnership agreements with local agencies to provide creative and responsive approaches to support people at risk or vulnerable in their ability to access mainstream or alternative services.
- Work with Neighbourhood Houses, Community Agencies and Health Centres in planning, developing and implementing positive ageing strategies and social support programs.

### **Developing and Promoting an Age-Friendly City**

- Contribute to the development of neighbourhood and place-based planning initiatives and seek out opportunities to build an inclusive and age friendly city.

- Support internal/external advocacy to increase awareness of the needs of older people, within the context of the physical, social, economic and built environments.
- Assist with the development of strategic directions and operational management of Council facilities utilised by seniors' groups / older persons.
- Actively promote and increase awareness of social support services via local media, community newsletters and contribution at forums, meetings and senior network meetings to the target population.
- Develop both internal and external partnerships with the community, the sector and Government to promote and support an Age-Friendly community that supports positive ageing and community strengthening of older people.

### **Management & Administration**

- Provide quality advice and written reports to senior management on issues of significance within the service.
- Contribute to an organisational culture that encourages cross-branch and cross-divisional engagement.
- Ensure key performance data is recorded and maintained within Council's information system, in line with Service Agreements.

### **Financial Management**

- Assist in the preparation of the annual budget and manage expenditure and income targets in line with the adopted budget.
- Approve purchasing / ordering requirements relating to specific activities.

### **Multi-skilling**

- The incumbent may be directed to carry out such other duties as are within the limits of their skills, competence and training provided such duties do not promote a narrowing of their skill base.

## **ACCOUNTABILITY AND EXTEND OF AUTHORITY**

### **Accountability**

The Active & Healthy Ageing Officer is directly accountable to the Coordinator Community Planning for:

- Efficient and effective coordination of key responsibilities;
- Maintaining productive relations with a wide range of community groups;
- Managing direct services and grants-based community programs;
- Monitoring and reporting on financial performance; and
- Participating in strategic policy and program planning advice; and
- Implementation of plans and strategies to further improve the quality of support provided.

### **Extent of Authority**

The incumbent has the authority and freedom to act in all day-to-day matters relating to the role and within established policy, operational and budgetary guidelines, including officer expenditure limits and within the parameters of professional standards. Decisions taken at this level are usually limited to the quality and cost of programs being managed. The incumbent is required to liaise with the Coordinator Community Planning regarding decisions that may have a significant impact on programs, individuals or the community. The freedom to act is governed by clear objectives and as prescribed by the Coordinator.

### **Safety and Risk**

- Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.

- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters that may affect the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable and include Safety and Risk in all team-meeting agendas.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

### **Sustainability**

Embrace the following Sustaining Yarra principles through day to day work:

- Protecting the Future
- Protecting the Environment
- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

### **Yarra Values**

Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:

- Courage
- Accountability
- Respect

### **JUDGEMENT AND DECISION MAKING**

The incumbent is required to exercise independent professional judgement in evaluating and deciding on appropriate methods, procedures and practices for achieving position objectives and in reviewing and recommending improvements to those methods, procedures and practices. The incumbent is required to identify, analyse and develop strategies to increase access, responsiveness and effectiveness of the key responsibilities.

The position is required to make decisions ranging from those associated with day to day matters to more complex issues regarding policy development and implementation, which requires initiative, creativity, innovation and strong conceptual skills.

Matters of a particularly sensitive nature should be brought to the attention of the Coordinator Community Planning.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Thorough understanding of current, local, national and international policy frameworks around ageing.
- Analytical and investigative skills in policy development.
- Knowledge of the CHSP program and the range of social support programs available for older people.
- Strategic and community planning skills, ability to develop service standards, performance measures and systems for effective service management.

- An understanding of community development theory and practice, with skills and experience in applying this by working collaboratively with community agencies and seniors' groups.

### **MANAGEMENT SKILLS**

- Ability to motivate, collaborate and gain the cooperation and support of staff across the organisation and with external stakeholders, with a diverse range of backgrounds, experience and roles.
- Ability to engage and influence others to further Council and community objectives and deal pleasantly, clearly and tactfully within Council and externally with diverse members of the public and with counterparts in other organisations.
- Ability to liaise with other employees to discuss specialist matters to resolve organisational problems
- Ability to work cooperatively within a Committee structure.
- Ability to plan, prioritise and organise work, both on an individual and team basis, to achieve specific and set objectives in the most efficient way possible within a set timeline and in an environment of change and conflicting priorities.
- Ability to solve problems through discussion, negotiation and teamwork and with an emphasis on creativity.
- Computer literacy skills (proficiency in the use of the Microsoft Office suite).

### **INTERPERSONAL SKILLS**

- Highly developed written and oral communication skills.
- Ability to discuss and resolve specialist problems and influence others internally and externally to further Council and community goals.
- Ability to deal pleasantly, clearly and tactfully with diverse members of the public and service users and resolve issues with counterparts in other organisations.
- Ability to relate to residents in a manner sensitive to and respectful of their individual needs, dignity and privacy.

### **QUALIFICATIONS AND EXPERIENCE**

- Relevant Tertiary qualifications in the Community Development, Social Sciences, Public Health or related field. Relevant postgraduate qualifications desirable.
- Demonstrated experience in the provision of support to older people in the areas of social support; community engagement; community liaison and/or service development is preferable.
- Victorian driver's licence and Police Check required.

### **KEY SELECTION CRITERIA**

1. Thorough understanding of current, local, national and international policy frameworks around ageing, together with good policy development and analysis skills.
2. Highly developed written and oral communication skills and demonstrated experience in coordinating and resourcing advisory committees.
3. Skills in managing in a complex, dynamic and demanding environment, with the ability to plan, prioritise and organise work, both on an individual and team basis, to achieve objectives.
4. Sound experience in managing programs (including with external partners) which support older people in being engaged and connected.
5. Excellent relationship building, networking and advocacy skills, and the ability to foster inclusiveness and negotiate across broad communities of interest.
6. Relevant Tertiary qualifications in the Community Development, Social Sciences, Public Health or related field. Relevant postgraduate qualifications desirable.