

Title of Position:
Project Worker – Social Impact



Northern
Mallee
Community
Partnership

Salary and Award:
**Victorian Stand Alone Community Health Centres
(Health and Allied Services, Managers & Administrative
Officers) Multiple Enterprise Agreement 2011-2015.**
Classification HAO 3 – 4 (based on qualifications and experience)

154a Ninth Street
Mildura Victoria 3500

Department:
Northern Mallee Community Partnership (NMCP)

PO Box 10184
Mildura Victoria 3502

Region:
DHHS North Region, Mallee

Phone 03 5021 7671
Fax 03 5021 7672

Position Created:
September, 2016

Email nmcpadmin@schs.com.au
Web www.nmcp.org.au

Tenure:
**Limited Term until 30/06/19 with the possibility of extension
subject to funding.**

ABN 42 498 937 037

POSITION DETAILS

1. Primary Objectives:

The Northern Mallee Community Partnership (NMCP) builds stronger partnerships between services and with the community in our region through leadership and collaboration to achieve quality services to enable better population health and wellbeing. The NMCP is based in Mildura and covers the Mildura Rural City Council local government area and the Robinvale area of the Swan Hill Rural City Council.

One of the key initiatives of the NMCP is Hands Up Mallee (HUM). HUM is a social impact initiative, which was established to bring local leaders and community together to address some of the complex social issues our region faces and improve health and wellbeing outcomes for children, young people and their families. Hands Up Mallee works in partnership with the community, local service providers, agencies and takes a place-based approach to solutions for local issues.

2. Key Working Relationships:

- Reports on a day to day basis to Executive Officer - NMCP.
- Works in collaboration with the NMCP team
- Has significant contact with NMCP member agencies, community members and groups, the NMCP Executive Governance Group and other stakeholders as required.
- Provides leadership and direction to NMCP committees, work groups and members.

3. Conditions of Employment:

- The details of the position may be adapted to changing organisational requirements or directives stipulated by funders.
- Must pass and maintain a suitable police check. Employment may be terminated as a result of details disclosed in a police check report.
- All positions are subject to a probationary period of **three** months. Ongoing employment will be subject to successful performance during this time.
- Adhere to Sunraysia Community Health Services Policies & Procedures and utilise resources provided (e.g. SCHS motor vehicles.)
- Ensure client and staff confidentiality is maintained at all times.
- Some out of hours work may be required from time to time but will be managed in a manner that ensures work/life balance.
- Maintain a smoke free working environment.
- Undertake annual competency based training including, SCHS annual update: OH&S, fire and emergency, manual handling and hand hygiene.
- **National Immunisation Program:** this position falls within the health care worker, risk category D.

4. Key Functions and Responsibilities:

4.1 Partnerships and Communication:

- Develop and lead robust and flexible partnerships with member organisations to encourage collaborative opportunities and also enable an integrated response to local needs.
- Contribute to the planning for future services and projects within the Northern Mallee Community Partnership.
- Facilitate change management through supporting leadership and capacity building with partner organisations.
- Ensure the Executive Officer is kept informed of the progress and any issues arising within project work.

4.2 Project work:

- Work within a Collective Impact Framework to achieve long term improvements in complex social issues
- Demonstrate flexibility to work simultaneously on multiple projects and effectively transition within projects on demand.
- Conduct needs analysis, develop and conduct evaluations of large scale community based projects
- Utilise a Results Based Accountability framework to inform decision making and continuously monitor outcomes
- Apply community development principles to all areas of work
- Ensure work links back to the strategic directions identified in the MRCC Community Health and Wellbeing Plan
- Assist with the review of operational and project plans.
- Lead NMCP and HUM committee and workgroup meetings as appropriate, which may include preparing agendas, reports and minutes.
- Delivering engaging, informative and well-organized presentations as required.
- Demonstrate an excellent understanding of the social determinants of health and how they impact the health and wellbeing of the community.

4.3 Professional Development:

- Prepare for and actively participate in performance appraisal processes
- Demonstrate ability to continually develop both personally and professionally by discussing training needs with the Executive Officers in order to meet changing career needs and trends
- Attend training and professional development workshops as appropriate to the position
- Plan and manage own workload to ensure the achievement of project objectives are met on time and within budget

KEY SELECTION CRITERIA

Essential

- Tertiary qualification or professional experience in working in public health, health promotion, community development, allied health or project management.
- Ability to autonomously manage multiple projects simultaneously while working in a highly collaborative environment.
- Passionate about building and supporting strong connections in the community
- Understanding of the social determinants of health and community development principles specifically in relation to addressing structural disadvantage and empowerment.
- Experienced in working with multiple stakeholders and fostering and maintaining connections.
- Demonstrated ability to facilitate and coordinate committees & networks.
- Ability to balance the empathy and leadership needed to effect positive change.
- Outstanding written and verbal communication skills.
- Self-motivated with a proven ability to problem solve and meet deadlines.
- Information and communication technology skills and experience in all aspects of Microsoft Office.
- Exceptional project management skills and experience in the planning, delivery and evaluation of projects
- Ability to travel if required - across the NMCP area and other requirements if necessary.

Desirable

- Knowledge and understanding of the health and/or community service system in Victoria
- Experience sourcing funding and writing funding submissions.
- Knowledge of the Collective Impact Framework

END