

Position Description

Position Title	Community Partnerships and Engagement Officer
Position Number	P5387
Type of Employment /	Part Time
EFT	0.8 EFT
Status	Ongoing
Program Area / Service Unit	Building Healthy Communities
Division	Mental Health & Social Impact
Award / Agreement / Classification	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022. Social and Community Services Employee Level 4
Reports To	Team Leader Community Partnerships and Engagement
Primary Location	Broadford or Wallan Usual sites of work include Broadford, Seymour, Wallan and may extend to Sunbury, Romsey and Kyneton, with regular work across the Omnia Community Health catchment.

Omnia Community Health

From 1 January 2026, Sunbury and Cobaw Community Health and Nexus Primary Health will merge to form a new, unified not-for-profit community health organisation, Omnia Community Health.

This decision follows an extensive exploration process that confirmed the merger will improve access to safe, high-quality, and sustainable health and community services across the Hume, Macedon Ranges, Mitchell, Murrindindi and Strathbogie local government areas.

The new organisation will bring together the deep community connections, shared values and specialist expertise of both entities. Services will span general practice, allied health, disability support, mental health, early childhood, family services, aged care and community wellbeing, delivered from sites in Broadford, Kinglake, Kyneton, Romsey, Seymour, Sunbury and Wallan, with additional outreach into surrounding communities.

As a community health organisation grounded in the social model of health, our multidisciplinary teams recognise the impact of social, economic, cultural and political factors on health and wellbeing. We work in partnership with individuals, families and communities to deliver person-centred, inclusive and culturally safe care.

Developed by/Date: People & Culture / December 2022	Approved by: Chief People & Capability Officer
Scheduled Review: December 2023	Version No. 2.2

All employees contribute to our shared purpose by:

- Supporting community and individual health through health promotion, prevention, early intervention and place-based consultation
- Delivering care and services that reflect the diverse lived experiences of our clients
- Collaborating across teams to drive innovation, equity and continuous improvement
- Embodying the values of respect, inclusion, accountability and partnership

We are an equal opportunity employer and a health-promoting workplace, committed to building a diverse workforce and inclusive culture. We welcome applications from people of all cultural backgrounds, Aboriginal and Torres Strait Islander peoples, people with disabilities, those from the LGBTIQ+ community, and other underrepresented groups.

We are committed to the safety and wellbeing of children and vulnerable people and uphold a shared responsibility in the prevention of and response to family violence. All employees are required to meet relevant compliance and screening obligations as part of their employment.

Developed by/Date: People & Culture / December 2022	Approved by: Chief People & Capability Officer
Scheduled Review: December 2023	Version No. 2.2

Healthy connected people. Healthy connected communities.

PASSIONATE PEOPLE

- My energy sparks enthusiasm in others • I show the way**
• I speak from the heart • I am accountable for doing my best
• I am honest, especially when I don't know
-

AMAZING TOGETHER

- We include everyone and celebrate diversity • We listen and understand • We empathise and are kind to all • We empower everyone to be their best so we all grow**
-

REMARKABLE IMPACT

- We create solutions that make a difference • We speak up so nobody gets left behind • We welcome challenge and ask 'why?' and 'why not?' • We learn through change, and change through learning**

The Building Healthy Communities Team

The Building Healthy Communities Team aims to improve health, wellbeing and social inclusion by working in partnership to enhance the social fabric of our communities. The Team works closely with key internal and external stakeholders to plan, implement and evaluate key health promotion and community engagement initiatives across the organisation's catchment, with a focus on the social determinants of health, health equity and rights-based practice.

Building Healthy Communities team members provide leadership to the organisation in best practice health promotion, community engagement, diversity and inclusion; lead cross-organisational initiatives; champion lived experience; and support Sunbury and Cobaw Community Health to achieve its purpose of weaving the social fabric. Current programs the Building Healthy Communities Team leads include: Community Health-Promotion, CLIP (Country LGBTIQA+ Inclusion Program), WayOut, Aboriginal Engagement and BoilOver Performance Ensemble.

The Position

The Community Partnerships and Engagement Officer will work closely with key local partners across Mitchell Shire and the broader catchment to deliver health promotion, capacity building and community engagement outcomes for the community.

Key Duties & Responsibilities

- Plan, implement, evaluate, and report on evidence-based activities aligned with an individual workplan. This includes contributing to priority initiatives under the Community Health – Health Promotion-funded Lower Hume Prevention Collaborative Annual Action Plan, with a current focus on healthy eating and physical activity, including [Healthy Kids Mitchell](#).
- Innovative community engagement, in line with the SCCH Community Engagement Framework
- Develop and maintain relevant partnerships and networks
- Provide advocacy and support to the community on identified priorities, applying asset-based community driven principles
- Provide expert advice and leadership to the organisation in their area of practice
- Other duties as required to achieve position specific or organisational objectives

The scope of practice is:

Target Population:	Community members and partner organisations, with a focus on priority populations
Service Delivery Model:	Health promotion and community development
Service Location:	Mitchell Shire and broader catchment

Inherent Requirements:

Work based requirements:	Ability to be able to receive feedback Ability to work cooperatively with others Ability to deal with ambiguous situations Ability to resolve low level conflict Ability to build and maintain effective relationships and resolve breakdowns
Physical Requirements:	Constant requirement to sit whilst completing computer and desk-based activities Occasional requirement to stand whilst completing tasks that are not desk based Intermittent requirements to bend and lift when completing tasks

	Occasional requirement to lift items <10kgs Frequent requirement to sustain hand grip whilst using mouse, writing, typing
Psychosocial Demands	High levels of concentration while completing tasks Patience Emotional Stability – required to have developed an emotional stability whilst completing all tasks Judgement – required to exercise sound judgement whilst completing all aspects of the role Reasoning – required to exercise sound reasoning whilst completing all aspects of the role Isolation – this is an office-based role, working as part of a team not exposed to isolation connection to other sites can be made via Teams video calling Autonomy – required to utilise autonomy with respect to the processes in which they complete a task, however have little autonomy with respect to the work that is allocated to them by the line leader
Transport	Be able to travel between Omnia sites as required

The Person

You Demonstrate:

- Commitment to improving the health, wellbeing and inclusion of community members
- Embrace diversity and actively promote respect for all clients, staff and stakeholders
- Effective leadership skills, including highly developed interpersonal, communication, collaboration, problem-solving, and conflict resolution skills
- Demonstrated capacity to set and achieve goals through planning, organising and implementing in a consultative and cooperative manner
- Flexibility to innovate within a changing environment
- Ability to work independently, take initiative and be self-motivated
- Ability to plan work and establish appropriate priorities

Key Selection Criteria

Applications **must** include written responses to the following:

Essential

- Demonstrated project management and evaluation skills (preferably in health and/or community service sector)
- Demonstrated high level relationship, communication and interpersonal skills and the ability to operate in a collaborative manner within the organisation and with external partners
- Demonstrated ability to work creatively with energy and compassion both autonomously yet cohesively with multiple team members and stakeholders
- Excellent time management and administration skills
- A minimum of 2 years' experience working in health promotion and/or community development

Desirable

- Content expertise in promoting healthy eating and active living

Developed by/Date: People & Culture / December 2022	Approved by: Chief People & Capability Officer
Scheduled Review: December 2023	Version No. 2.2

- Demonstrated experience in a Community Health environment

Qualifications, Registration and/or Experience

- Tertiary qualifications in Health Promotion, Community Development, Population Health or related fields, OR substantial and relevant experience
- This position requires a current Victorian driver's license

Other Requirements

Quality

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of SCCH policies and procedures.

Occupational Health & Safety and Risk Management

- All employees have a responsibility to occupational health and safety at SCCH. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

General

- It is the responsibility of all employees to work within SCCH's Code of Conduct and represent SCCH as a professional and client-focused organisation and to promote its range of services
- Comply with SCCH's Deed of Delegation
- Comply with and contribute to SCCH's Policies, Procedures and Work Instructions
- Carry out all other duties as directed consistent with SCCH's Strategic Direction
- Attend employee meetings, relevant network meetings, program planning and professional development sessions.
- Engage in ongoing professional development and quality improvement activities
- Participate and actively engage in regular Supervision
- Other duties as required to achieve position specific or organisational objectives
- Be conversant with computer systems and other technology relevant to the position

Additional Information

Sunbury and Cobaw Community Health (SCCH) is an Equal Opportunity Employer.

SCCH is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender, and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.

SCCH is committed to promoting and protecting the interests and safety of children. SCCH has zero tolerance of child abuse. All employees working at SCCH are responsible for the care and protection of children and reporting information about child abuse.

The successful incumbent will be required to undertake and (existing employees) maintain a National Criminal History Check (NCHC), a NDIS Worker Screening check, and hold a current valid Working with Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).

SCCH is also committed to being a workforce and community leader in the prevention of family violence.

Employees may be required to complete (or provide evidence of completion) ISS and MARAM training in accordance with the Family Violence Protection Act 2008.

SCCH reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to SCCH's area of operation.

Salary sacrifice arrangements are available to all permanent employees subject SCCH's ongoing Fringe Benefits Tax exempt status

The position requires a current Victorian Driver's licence.

Acknowledgement

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

Name:	(Please Print)
Signature:	
Date:	