



**Murrindindi**  
Shire Council

## **Position Description**

**Coordinator Healthy  
Communities**

Professionalism Integrity Accountability Empathy





# Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.  
We focus on growing our business opportunities.  
Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

|                                                    |                             |
|----------------------------------------------------|-----------------------------|
| <b>POSITION TITLE</b>                              | <b>GROUP</b>                |
| Coordinator Healthy Communities                    | Community & Development     |
| <b>JOB NUMBER</b>                                  | <b>DEPARTMENT</b>           |
| 633                                                | Community Wellbeing         |
| <b>CLASSIFICATION</b>                              | <b>APPROVED BY</b>          |
| Murrindindi Council Enterprise Agreement<br>Band 7 | Manager Community Wellbeing |
| <b>SIGNED</b> _____                                | <b>DATE</b>                 |
|                                                    | October 2026                |

## Position Overview and Objective

The Coordinator Healthy Communities provides strategic and operational leadership for Council’s Healthy Communities portfolio. The role leads an integrated, evidence-informed approach to prevention, community development and community capacity building that responds to local need, addresses the social determinants of health and improves health and wellbeing outcomes across Murrindindi Shire.

The position leads staff, partnerships and priority initiatives aligned with Council’s Municipal Public Health and Wellbeing Plan and broader integrated planning framework. It provides specialist advice across Council, strengthens whole-of-Council and community-led approaches, and ensures programs are inclusive, sustainable and demonstrate measurable community outcomes.

The role also contributes to Council’s emergency management responsibilities, including municipal recovery, community resilience and community-led recovery activities.

## Key Responsibilities

- 1. Strategic Public Health and Wellbeing Leadership**
  - Lead the implementation, monitoring and review of Healthy Communities priorities aligned with the Municipal Public Health and Wellbeing Plan and Council’s integrated planning and reporting framework.

- Translate population health evidence, community insight and Council priorities into practical plans, partnerships, programs and investment decisions.
- Provide specialist advice across Council on population health, prevention, health equity, inclusion and community development.
- Identify emerging community needs, policy changes and service gaps and recommend appropriate organisational or partnership responses.

## **2. Prevention, Community Development and Capacity Building**

- Lead integrated prevention, early intervention and community capacity-building approaches that address local needs and the social determinants of health.
- Support community-led solutions that strengthen participation, connection, resilience and long-term local capability.
- Ensure initiatives are accessible, inclusive, culturally safe and responsive to the needs of rural communities.
- Lead a flexible Healthy Communities portfolio that may include community development, youth participation, access and inclusion, mental wellbeing, healthy ageing, food security, social connection and other priorities identified through Council planning and community need.

## **3. Partnerships, Engagement and Influence**

- Build and maintain strategic partnerships with communities, health and community services, government agencies, other councils, regional networks and relevant peak bodies.
- Lead inclusive engagement and co-design processes that strengthen community voice, build local capability and enable communities to shape sustainable responses to local priorities.
- Represent Council in local and regional forums and advocate for improved policy, investment and services that respond to the needs of Murrindindi communities.
- Identify opportunities for shared investment, external funding and coordinated service responses.

## **4. People, Resources and Service Leadership**

- Lead, support and develop employees through clear expectations, regular supervision, performance development, workload and wellbeing monitoring, and timely completion of relevant people-management processes.
- Build a collaborative, psychologically safe and accountable team culture that supports continuous learning, adaptive practice and consistent service delivery.
- Plan and allocate team resources to meet agreed priorities, respond to emerging needs and maintain sustainable workloads.
- Develop, manage and monitor relevant budgets, grants, contracts and resources in accordance with Council policies, funding agreements and approved business plans.
- Ensure consistent, high-quality and coordinated delivery across the Healthy Communities portfolio.

## **5. Governance, Evaluation and Continuous Improvement**

- Establish proportionate monitoring and evaluation approaches that measure reach, quality, equity and community outcomes.
- Use evaluation findings, community feedback and service data to improve programs, redirect resources and communicate impact.
- Prepare high-quality strategies, plans, policies, reports, briefings and recommendations for management, executive leadership and Council.
- Maintain current knowledge of relevant public health, disability, inclusion, child safety, gender equality, emergency management and local government policy and legislative frameworks.

- Provide advice and coordinate actions within the position's portfolio to support Council's compliance with applicable statutory, funding and governance obligations.

## 6. Emergency Management, Recovery and Community Resilience

- Perform designated deputy Municipal Recovery Manager responsibilities in accordance with Council's emergency management arrangements.
- Contribute to emergency preparedness, response, relief, recovery and resilience activities as required.
- Support community-led recovery approaches that recognise local strengths, vulnerabilities and long-term wellbeing needs.
- Participate in relevant training, exercises, debriefs and continuous improvement activities.

## Organisational Relationship

|                                          |                                                                                                                                                                                 |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reports to</b>                        | Manager Community Wellbeing                                                                                                                                                     |
| <b>Direct reports</b>                    | Access and Inclusion Officer<br>Youth and Community Development Officers                                                                                                        |
| <b>Other leadership responsibilities</b> | Project staff, contractors, funded positions or other employees as formally assigned                                                                                            |
| <b>Internal relationships</b>            | Leadership Team; Community Wellbeing Department; Communications and Engagement teams; coordinators and managers across Council; Grants Officer; other Council staff as required |
| <b>External relationships</b>            | Residents and community groups; health and community service providers; government agencies; other councils; regional networks; peak bodies; funding partners and contractors   |

## Key Selection Criteria

- Relevant tertiary qualification in public health, health promotion, community development, social sciences, public policy or a related discipline, together with substantial (minimum 3 years) relevant Local Government or equivalent experience.
- Demonstrated experience leading integrated public health, community development or wellbeing programs, including prevention, community capacity building and evidence-informed planning.
- Demonstrated understanding of population health, health equity, the social determinants of health and the factors affecting access and participation in rural communities.
- Proven ability to build strategic partnerships, lead inclusive engagement and co-design, and influence stakeholders across community, government and service sectors.
- Demonstrated people leadership experience, including supervision, performance development, workload management, change leadership and building a positive and psychologically safe team culture.
- Strong analytical, strategic and written communication skills, including the ability to interpret data, evaluate outcomes and prepare high-quality reports, briefings, plans and recommendations.
- Demonstrated ability to manage competing priorities, budgets and organisational responsibilities in a local government or comparable environment, including the capacity to contribute effectively to emergency management, recovery and community resilience activities.

## Essential Position Requirements

The following section outlines requirements specific to this job.

|                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enterprise Agreement</b><br>Ordinary Hours and Days<br>Clause 16.2 | "All" employee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Drivers Licence / Ability to travel</b>                            | Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Physical Requirements</b>                                          | Physical requirement associated with an office based role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Psychological Requirements</b>                                     | <p>All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.</p> <p>In addition, this role has exposure to dealing with difficult situations which may include high conflict situations, supporting those experiencing disadvantage or distress, exposure to aggressive or vulnerable persons, providing support or assistance to people impacted by natural disasters</p> |
| <b>Checks</b>                                                         | <p><b>Police / Criminal Record Check</b></p> <p>Yes – on commencement and during employment by self-disclosure obligation.</p> <p><b>Evidence of rights to work in Australia</b></p> <p>Required</p> <p><b>Working with Children Check</b></p> <p>Required to perform role due to direct work with children</p>                                                                                                                                                                                                                                       |
| <b>Matters relevant to the above checks</b>                           | Deals directly with members of the public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Information Technology Literacy</b>                                | Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Work location conditions</b>                                       | Onsite with Limited Hybrid - role is required to be performed on site (due to business needs and/or customer contact requirements). Limited access to hybrid arrangements as agreed with Manager                                                                                                                                                                                                                                                                                                                                                      |
| <b>Outside ordinary hours of work</b>                                 | Ad hoc requirement for outside business hour or after hour work in accordance with business needs                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Qualifications / Registrations / Licences / Memberships</b>        | As per key selection criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Band 7

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|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accountability and extent of authority | <ul style="list-style-type: none"> <li>• Coordinate resources and/or provide advice to or regulate clients and/or participate in the development of policy.</li> <li>• Where supervising resources follow policies, objectives, and budgets with a regular reporting to ensure goals and objectives are met.</li> <li>• Decisions and actions may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.</li> <li>• Where providing specialist advice to clients or to regulate clients, act subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.</li> <li>• If the role is primarily involved in policy development, then work will include investigation, analysis or creativity with ability to act generally prescribed by a more senior position. The quality of the work can have a significant effect on the policies which are developed.</li> <li>• Input into policy development within area of expertise and/or management.</li> </ul> |
| Judgment and decision making           | <ul style="list-style-type: none"> <li>• Undertake problem solving.</li> <li>• Work has specialised methods, procedures and processes developed from theory or precedent.</li> <li>• Problem solving process comes from applying established techniques to new situations and recognising when established techniques are not appropriate. Guidance is not always available within the organisation.</li> <li>• Where policy formulation is required, the primary challenge will be intellectual and requiring the identification and analysis of an unspecified range of options before a recommendation can be made.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Specialist knowledge and skills        | <ul style="list-style-type: none"> <li>• Proficient in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.</li> <li>• Where policy formulation is required, analytical and investigative skills are required to identify policy options from within a broad organisation-wide framework.</li> <li>• Understand long term goals of the wider organisation and of its values and aspirations and the legal and political context in which it operates.</li> <li>• Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Management skills                      | <ul style="list-style-type: none"> <li>• Manage time, set priorities and plan and organise own work and that of supervised employees to achieve set and specific objectives.</li> <li>• Set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures</li> <li>• Understand and implement human resource policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes.</li> <li>• Contribute to the development and implementation of long term staffing strategies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Inter-personal skills                  | <ul style="list-style-type: none"> <li>• Gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.</li> <li>• Liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Qualifications and experience          | <ul style="list-style-type: none"> <li>• Degree or diploma course with several years of subsequent relevant experience.</li> <li>• May also have acquired experience through higher formal qualifications either in the field of specialist expertise or in management, together with a shorter period of experience.</li> <li>• Or may have acquired through less formal qualifications with extensive relevant experience.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

## Organisational Responsibilities

**Code of Conduct** - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

**Values** – demonstrate and model Council's values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

**Customer Service** – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

**Diversity, Equity and Inclusion** – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

**Safeguarding children, young people and vulnerable community members** – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

**Workplace Health, Safety and Wellbeing** – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

**Environment & Sustainability** – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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