

Melton City Council

Team Leader Community Health Promotion

Position Description

PD: 00070

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Team Leader Community Health Promotion
Directorate	City Life
Business Unit	Healthy Connected Communities
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022-2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator Healthy Inclusive Communities
Supervises	Health and Wellbeing Project Officers Health Promotion Officers Contractors and Consultants
Internal liaisons	• Community Services • Other Council Staff • Committees of Council • Senior Management and Councillors
External liaisons	• Victoria Police • Government Bodies and Agencies • Non-Government Agencies • Education Sector • Voluntary and Community Groups • Broader Community

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to



familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Provide health planning, research, policy, and prevention expertise to the Community Health Promotion Team that guides Council's approach to improving the long-term health and wellbeing outcomes for the community.
- Lead and provide strategic direction to the Health Promotion Team to evidence-based health promotion responses that support planning, service provision and policy development that promotes and protects the wellbeing of the community.

5. Key responsibility areas

- Provide leadership, mentoring and support to the Health Promotion Team.
- Lead the development and implementation of relevant policies, programs and strategies in alignment with Council's health and wellbeing priorities
- Undertake annual health promotion planning, evaluation and reporting in alignment with the Council and Wellbeing Plan
- Provide expert advice on relevant Federal and State Government reforms and develop responses for Council on related community issues identified as having key impacts upon the wellbeing of the community.
- Manage multi-disciplinary projects including the provision of consultants and internal and external project teams and working parties that promote health and wellbeing, community safety, health equity and the prevention of violence against women.
- Identify and participate in the preparation of funding submissions to recognise and support opportunities that enhance community health and wellbeing.
- Provide leadership through maintaining relationships across Council, community groups and external agencies which promote resource sharing and supportive and coordinated responses that improve community wellbeing outcomes.
- Provide project leadership on key projects and work collaboratively with local service providers, both actual and potential, to ensure maximum wellbeing opportunities are achieved within the municipality.

- Coordinate relevant Committees of Council and other relevant forums and groups and participate in public meetings as required.

6. Accountability and extent of authority

- Develop policy options, program responses, and strategic plans impacting upon the safety, health and wellbeing of the community as required.
- Operate collaboratively with other staff to ensure an effective whole of Council response to ensure a coordinated response is achieved for related priority areas.
- Provide strategic and influential advice on matters pertaining to the role and related portfolios.
- Ability to manage resources with the freedom to act governed by policies, objectives and budgets, impacts of decisions may have a significant effect on programs, projects or on the public perception of the wider organisation.
- Freedom to provide specialist advice or regulate clients that may have a substantial impact on stakeholders, subject to professional and regulatory review.

7. Judgement and decision making

- Identify challenges in relation to Council's safety, health and wellbeing and provide policy and procedure development in response to these identified needs.
- Demonstrated ability for independent decision-making regarding purchase of resources and the operation of the services, within budget constraints and in accordance with Council policy and procedural guidelines.
- Demonstrated ability to think laterally and provide innovative methods to achieve beneficial outcomes for Council and the community based on sound judgement, research and consultation.
- Demonstrate initiative to apply established techniques to new situations with the ability to recognise when these techniques are not appropriate for use.
- Proven capability to identify and analyse an unspecified range of options when formulating policies before making recommendations.
- Guidance is not always available within the organisation.

8. Specialist skills and knowledge

- High level awareness and understanding of the social determinants of health, health promotion and the socio-economic and political context of issues impacting upon the health and wellbeing of a diverse, growing community.
- Understanding of the long-term goals, values and aspirations of the wider organisation within the legal and political context
- Demonstrated analytical and investigative skills in policy formulation to enable policy options from within a broad organisation-wide framework.
- Experience in developing and maintaining dynamic networks and ongoing relationships with funding agencies, health and or community service providers and local community organisations.
- Experience in developing and implementing sustainable project initiatives, policy options and strategic community plans that best position Council to create positive health and wellbeing outcomes for community.

- Knowledge and familiarity of principles and practices of budgeting, accounting or financial procedures.

9. Management skills

- Ability to effectively plan, prioritise and manage time in a changing environment to achieve targets within a set timetable and the ability to re-organise to meet urgent priorities despite conflicting pressures.
- Strong emphasis on capacity building and managing staff performance, coaching, workload planning and financial planning and reporting.
- Demonstrated skill in developing and delivering strategic advocacy support relating to the portfolios of the role, as well as contributing to the development and implementation of long-term staffing strategies.
- Understanding of, and ability to implement, personnel policies and practices such as Occupational Health and Safety, Equal Opportunity, Anti-Discrimination, and other relevant legislation.

10. Interpersonal skills

- Excellent communication skills including the ability to adapt communications to an identified purpose and specific audiences.
- Ability to build relationships and gain cooperation from multiple stakeholders with varied levels of understanding and/or experience, in the administration of broadly defined activities.
- Liaise effectively with professional networks, peak bodies and with Government and non-Government agencies to achieve community wellbeing outcomes and resolve specialist and intra-organisational problems.
- Leadership skills in team building, coaching, motivating, developing and mentoring of staff.

11. Qualifications and experience

- Tertiary qualification in Social Sciences, Health Promotion, Public Policy or related field with several years' experience or lesser formal qualifications with extensive substantial experience in health and/or social planning.
- Relevant experience in the delivery of planning and/or programs, particularly relating to Community wellbeing within a Local Government context.
- Experience in leading and mentoring staff to work positively, proactively and collaboratively in delivering high quality outcomes.
- A Current valid Working with Children's check.

12. Key Selection Criteria

1. Tertiary qualification in Social Sciences, Health Promotion, Public Policy or related field with several years' experience or lesser formal qualifications with extensive substantial experience in health and/or social planning.
2. High level awareness and understanding of the social determinants of health, health promotion and the socio-economic and political context of issues impacting upon the health and wellbeing of a diverse, growing community.
3. Demonstrated skill in policy development, strategic planning, program implementation and evaluation

4. High ability to effectively plan, prioritise and manage time in a changing environment to achieve targets within a set timetable and the ability to re-organise to meet urgent priorities.
5. Demonstrated leadership experience, including capacity building, coaching, workload planning and budget planning and reporting.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Healthy
Connected Communities

July 2026

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

