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|-----------------------------------|------------------------------|
| <b>POSITION TITLE AND NUMBER:</b> | Food Systems Officer (825)   |
| <b>EMPLOYMENT STATUS:</b>         | Part Time, Temporary         |
| <b>CLASSIFICATION:</b>            | Band 6                       |
| <b>UNIT:</b>                      | Active & Healthy Communities |

## THE UNIT

The Active and Healthy Communities Unit delivers integrated policy, planning, programs and infrastructure that support the community by making healthy options easier options. Areas of focus include:

- Physical activity
- Healthy eating
- Smoking cessation
- Minimising harm from drugs and alcohol
- Provision of high-quality accessible open space

All initiatives include the application of an equity lens to ensure engagement from all members of the community despite their age, gender, cultural background or ability. These initiatives are delivered utilising funding from Council, the community, the Commonwealth and/or State government. The Unit also takes a leadership role in the provision of social planning support for the wider organisation as well as acting as the client for the upgrade and development of recreation infrastructure.

## POSITION OBJECTIVE

- Promote 'health in all policies', with a particular focus on food systems, dignified access to healthy, fresh food and healthy eating.
- Facilitate delivery of actions arising from the implementation of Greater Bendigo's Food System Strategy, including action planning and evaluation.

## KEY RESPONSIBILITIES AND DUTIES

- Identify and support key advocacy opportunities that align with the City's adopted healthy and sustainable food systems.
- Collaborate with internal and external stakeholders to coordinate implementation of Greater Bendigo's Food System Strategy.
- Develop and maintain effective relationships with key stakeholders to support delivery of City's health and wellbeing objectives.
- Contribute to planning activities and identify opportunities to support City's key objectives within the Council Plan, which also incorporates the Municipal Public Health and Wellbeing Plan.
- Apply evidence-informed, place-based planning approaches to activities.
- Foster collaborative relationships with community, landowners and partners to support project outcomes and maintain mutual trust
- Project management of initiatives as identified in an annual work plan.
- Support the planning, implementation and reporting of evaluation activities.
- Develop partnerships and/or prepare submissions to Federal, State and industry bodies seeking to influence public health strategy initiatives.
- Identify and assist with grant applications and funding opportunities aligned with the City's strategic objectives.

## SKILLS AND ATTRIBUTES

|                              |                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------|
| Technical/specialist skills: | Nutrition, population health, leadership, project management, budgets, attention to detail, evaluation |
| Personal attributes:         | Communication, teamwork, time management, collaborative                                                |

## ORGANISATIONAL RELATIONSHIPS

|                    |                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------|
| Reports to:        | Coordinator Healthy Communities                                                                                          |
| Supervises:        | Nil                                                                                                                      |
| Internal Liaisons: | City employees                                                                                                           |
| External Liaisons: | Government agencies, service authorities, industry bodies, contractors, general public, customers and external suppliers |

## ADDITIONAL INFORMATION

- A satisfactory Police Record Check, Working with Children Check and evidence of any required vaccinations is required for this position.
- The City of Greater Bendigo is proudly a child safe organisation and adheres to the Victorian Child Safe Standards and related legislation.
- This position may require a pre-employment medical assessment.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring device.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

## QUALIFICATIONS

- Degree or Diploma qualification with some relevant experience or substantial relevant experience in nutrition, public health, change management, policy or similar discipline.

## KEY SELECTION CRITERIA

- Demonstrated knowledge of contemporary food system and population health issues, and an understanding of how public health policies and strategies can be translated into practical community outcomes.
- Demonstrated project management experience including the ability to coordinate, deliver, monitor and evaluate projects, action plans and initiatives on time and within budget.
- Demonstrated experience building and maintaining productive partnerships with community organisations, government agencies and key stakeholders to achieve project outcomes.
- Proven experience identifying and contributing to grant applications, funding proposals or resource development opportunities.
- Strong analytical and critical thinking skills, with the ability to apply evidence-informed and creative solutions to complex issues.
- Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing external correspondence.

| Position Demands                                                                  | Rare<br><5% of the time | Occasional<br>5% - 33% of the time | Frequent<br>34% - 66% of the time | Constant<br>>66% of the time | N/A |
|-----------------------------------------------------------------------------------|-------------------------|------------------------------------|-----------------------------------|------------------------------|-----|
| <b>Physical demands</b>                                                           |                         |                                    |                                   |                              |     |
| Sitting                                                                           |                         |                                    |                                   | ✓                            |     |
| Standing                                                                          |                         |                                    | ✓                                 |                              |     |
| Walking                                                                           |                         |                                    | ✓                                 |                              |     |
| Stairs/ climbing ladders                                                          | ✓                       |                                    |                                   |                              |     |
| Squatting/ bending/ crouching                                                     | ✓                       |                                    |                                   |                              |     |
| Neck movement                                                                     |                         |                                    | ✓                                 |                              |     |
| Trunk movement including rotation                                                 |                         |                                    | ✓                                 |                              |     |
| Foot movement                                                                     |                         |                                    | ✓                                 |                              |     |
| Bilateral upper limb use - below shoulder height                                  |                         |                                    | ✓                                 |                              |     |
| Bilateral upper limb use - above shoulder height                                  | ✓                       |                                    |                                   |                              |     |
| Repetitive movement of upper limb                                                 |                         |                                    | ✓                                 |                              |     |
| Gripping with hands                                                               |                         |                                    |                                   | ✓                            |     |
| Fine motor skills                                                                 |                         |                                    |                                   | ✓                            |     |
| Reaching forward                                                                  |                         |                                    |                                   | ✓                            |     |
| Lifting - up to 10kg                                                              |                         | ✓                                  |                                   |                              |     |
| Lifting - between 10kg and 20kg                                                   | ✓                       |                                    |                                   |                              |     |
| Carrying – up to 10kg                                                             |                         | ✓                                  |                                   |                              |     |
| Carrying – between 10kg and 20kg                                                  | ✓                       |                                    |                                   |                              |     |
| Pushing/ pulling objects                                                          | ✓                       |                                    |                                   |                              |     |
| Working in confined spaces                                                        |                         |                                    |                                   |                              | ✓   |
| Exposure to hazardous noise                                                       | ✓                       |                                    |                                   |                              |     |
| Balancing / uneven ground                                                         | ✓                       |                                    |                                   |                              |     |
| Exposure to vibration                                                             |                         |                                    |                                   |                              | ✓   |
| Exposure to extreme heat/cold and/or UV radiation                                 | ✓                       |                                    |                                   |                              |     |
| Exposure to airborne hazardous substances                                         |                         |                                    |                                   |                              | ✓   |
| Exposure to infectious diseases                                                   |                         |                                    |                                   |                              | ✓   |
| <b>Cognitive / Psychological demands</b>                                          |                         |                                    |                                   |                              |     |
| Management of resources/personnel/financial/material                              |                         |                                    | ✓                                 |                              |     |
| Verbal communication                                                              |                         |                                    | ✓                                 |                              |     |
| Attention to detail or concentration                                              |                         |                                    |                                   | ✓                            |     |
| Reading/Written literacy                                                          |                         |                                    |                                   | ✓                            |     |
| Numerical skills                                                                  |                         | ✓                                  |                                   |                              |     |
| Exposure to distracting stimuli                                                   |                         |                                    | ✓                                 |                              |     |
| Working co-operatively with others                                                |                         |                                    | ✓                                 |                              |     |
| Performance of multiple tasks with time management skills                         |                         |                                    | ✓                                 |                              |     |
| Exposure to sensitive or distressing content or events                            | ✓                       |                                    |                                   |                              |     |
| Deadline pressures – activities are performed under time restraints               |                         |                                    | ✓                                 |                              |     |
| Dealing with challenging behaviours, including aggression or conflict with public |                         | ✓                                  |                                   |                              |     |
| Task unpredictability                                                             |                         | ✓                                  |                                   |                              |     |
| Frequency of decision making                                                      |                         |                                    | ✓                                 |                              |     |
| Working remotely or in isolated work                                              |                         | ✓                                  |                                   |                              |     |
| <b>Other</b>                                                                      |                         |                                    |                                   |                              |     |
| Vaccinations that may be required                                                 |                         |                                    |                                   |                              |     |

## BAND 6 CLASSIFICATION DESCRIPTORS

### Accountability and extent of authority:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Formal input into policy development within the works units area of expertise and/or management.

### Judgement and decision making:

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

### Specialist skills and knowledge:

- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- Understanding of how supply, access and demand can impact on food security and the most vulnerable population groups.
- An understanding of the long term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Require a familiarity with relevant budgeting techniques.
- Proficient in the use of computer software including Microsoft office suite.

### Management skills:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

### Interpersonal skills:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.