



Position Description

Time for Wellbeing – Program Coordinator

Job Title

Time for Wellbeing Program Coordinator

Job Purpose

The principle aim of the position is the implementation of the Olympic Dam Community Health Partnership (known as Time for Wellbeing).

About Healthy Environs

Healthy Environs provides strategic planning and program management services to community, corporate and government organisations, to enable improved outcomes for better health, stronger communities and sustainable environments.

Healthy Environs seeks an enthusiastic Program Coordinator to join our team to coordinate Time for Wellbeing in Roxby Downs South Australia.

The Coordinator will be supported by the Healthy Environs Project Manager, our team of project consultants (engaged as required) and members of the Time for Wellbeing Working Group.

About the Project

Time for Wellbeing is an exciting partnership program which has delivered multiple health activities and achieved widespread community support. Funded by BHP and project-managed by Healthy Environs, the program is based on a collective impact model of 'working together' to improve health outcomes for the community of Roxby Downs and nearby regions. The program targets improvements across physical health, mental health and early childhood development.

As a world leading global resources company, BHP seeks to make a positive and long-lasting contribution to the communities in which it operates. Roxby Downs and nearby townships are host communities of BHP's Olympic Dam mining operation which is located 560 kilometres north of Adelaide. Time for Wellbeing aims to deliver positive health outcomes for these communities of impact and is viewed as being fundamental to supporting community health and wellbeing.

Time for Wellbeing is project managed by Healthy Environs Pty Ltd and independently evaluated by the University of South Australia Department of Rural Health.

The Coordinator will be employed by Healthy Environs Pty Ltd and will be based in the project community hub in the town of Roxby Downs.

Employment Terms

This position is a 0.8 Full Time Equivalent role (32 hours/week). Salary range - \$65 - \$80K/annum (dependant on qualifications and experience).

15 Month Contract

Special conditions are as follows:

- The appointment will be subject to a satisfactory police check;
- Regional and intrastate travel as required;
- Flexibility of working hours, including evening meetings;
- Current SA Drivers licence and comprehensively insured vehicle available for use during working hours.

Reporting

The position reports to the Director of Healthy Environs Pty Ltd and Project Manager of the Time for Wellbeing Partnership.

Key Responsibilities and Accountabilities

Manage and Measure the Implementation of the Time for Wellbeing Action Plan

- Oversee the implementation of health promotion activities and programs in the Time for Wellbeing Action Plan to support physical health, mental health and early childhood development in the community.
- Continue to investigate new areas to address the project pillars by researching suitable evidence-based programs and models of best practice, particularly for remote areas.

Coordination of the Time for Wellbeing Working Group

- Facilitate meetings of the Time for Wellbeing Working Group at least once per quarter.
- Prepare Agendas and Minutes for Working Group Meetings.

Community Engagement

- Facilitate partnerships and undertake community engagement to support Time for Wellbeing activities.

Project Reporting

- Participate in and support partnership review meetings with the BHP Community Representative.
- Assist the Project Manager with partnership program measurement and reporting.

- Support the University of South Australia (Department of Rural Health) independent evaluation of the program.

Administration

- Participate in Healthy Environs activities such as team planning and professional development.
- Perform a range of administrative responsibilities including report writing, minute taking, responding to enquiries, maintaining records and presenting project statistics and information, as required.

Code of Conduct

- Demonstrate commitment and adherence to the Healthy Environs values and the BHP Code of Conduct.

Selection Criteria

Qualifications and Experience

A qualification in a relevant discipline (e.g. Community Services, Public Health, Social Work, Health Promotion) is desirable.

The following experience and competencies are sought for this role:

- Experience working in a health or community services setting
- Experience in networking and developing collaborative working relationships
- High level communications and community engagement skills
- Understanding of the compliance framework for community work that includes child protection, occupational health and safety and anti-discrimination
- Experience in work with culturally diverse groups and an understanding of the health issues facing rural and remote regions in Australia.
- Competent in Microsoft Office programs and working knowledge of social media.

Personal Attributes

- Experienced professional, driven to support the health and wellbeing of the local community.
- Client focussed and friendly.
- Positive “can do” attitude and self-driven.
- Great presentation skills (verbal and written).

The purpose of the Position Description is to reflect the major responsibilities of the role. It may not list all duties and may change as the project is further developed.