

Position Description

Wellbeing Project Officer

Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



A Achievement

Deliver agreed outcomes for our community



R Respect

Act with honesty and integrity



I Innovation

Seek better ways



S Simplicity

Easy to do business with



E Engagement

Provide opportunities for all to participate

Position Title	Wellbeing Project Officer
Position Number(s)	CHB0235
Classification	Level 4
Reports to	Manager, Community Wellbeing
Division	Community & Business
Department	Community Wellbeing
Direct reports	Nil

Position Purpose

The Wellbeing Project Officer will support the integration of preventive health and community wellbeing principles across Council's work. This includes contributing to the development, implementation, and evaluation of wellbeing-focused initiatives—drawing on insights from the Wellbeing Hub and other community-facing programs. The role involves community engagement, project coordination, and collaboration with internal teams and external partners to ensure initiatives are responsive to local needs and aligned with Council's broader wellbeing objectives. The role also contributes to the development of strategies and action plans by bringing a preventative health and wellbeing lens to projects and providing insights that inform Council's broader approach.

Key Relationships/Interactions

Internal

- Community Wellbeing Team
- Communications and Engagement Team
- Community Recreation and Sport Team
- Community Safety Team
- Library Team
- Environment and Coast Team

External

- Representatives from:
 - Community Groups and Community Gardens in Holdfast Bay.
 - Strategy and Reporting Team, Wellbeing SA.
 - Healthy People and Places Team, Wellbeing SA.
 - Wellbeing Hub sites across SA.

Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours.
- In line with council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.

- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory medical and/or functional assessment may be required.

Key Accountabilities

- The Wellbeing Project Officer is responsible for:
- Coordinating, planning, implementing, and evaluating wellbeing-focused project activities—drawing on the Wellbeing Hub and other initiatives—while managing timelines, resources, and budgets to achieve milestones, and fostering collaboration across departments and with external partners.
- Collaborating with the Communications and Engagement team to ensure Council’s public-facing wellbeing content is accurate, up-to-date, and accessible—supporting the community to connect with relevant information, programs, and supports.
- Developing and implementing engagement strategies to foster collaboration and participation from diverse community groups, including the preparation and distribution of engagement materials.
- Organising and facilitating meetings, workshops, and other engagement activities in collaboration with community members and stakeholders.
- Acting as a primary contact point for community feedback, inquiries, and communications related to wellbeing projects, including the Wellbeing Hub.
- Contributing to strategy development and related action plans by applying a preventive health and community wellbeing lens, ensuring alignment with community needs and Council priorities.
- Undertaking desktop research, data analysis, and mapping of activities to inform project direction and decision-making.
- Collaborating with the Community Wellbeing and Strategy & Governance teams to refine project focus areas based on qualitative and quantitative evidence.
- Monitoring and evaluating the impact of preventive health and wellbeing initiatives and contributing reports and recommendations for continuous improvement.
- Compiling detailed planning documents, updates and reports for governance groups, stakeholders, and funding bodies.
- Capturing and documenting best practices, lessons learned, and outcomes to support Council’s broader approach to community wellbeing.
- Providing regular updates and insights to the City of Holdfast Bay Wellbeing Hub Operational Group.

Selection Criteria

Qualifications	<ul style="list-style-type: none"> A tertiary qualification in Public Health, Community Development, Social Science or a relevant discipline and/or extensive experience in a similar role. 	Essential
Technical Knowledge & Experience	<ul style="list-style-type: none"> Demonstrated experience in project management including, planning, implementation and evaluation of community focused initiatives. 	Essential
	<ul style="list-style-type: none"> Experience in community engagement and stakeholder management. 	Essential
	<ul style="list-style-type: none"> Strong research and analytical skills with the ability to translate data into actionable insights. 	Essential
	<ul style="list-style-type: none"> Knowledge and understanding of guidelines and standards relevant to the area of operation. 	Essential
Personal Capabilities	<ul style="list-style-type: none"> Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community. 	Essential
	<ul style="list-style-type: none"> Excellent verbal and written communication skills with the ability to engage, negotiate, influence and motivate individuals. 	Essential
	<ul style="list-style-type: none"> Ability to prioritise workload and meet set timelines. 	Essential
	<ul style="list-style-type: none"> Ability to be resilient, innovative, flexible and readily accommodate change. 	Essential
	<ul style="list-style-type: none"> Ability to analyse problems, evaluate alternatives, provide solutions and make decisions based on sound judgement. 	Essential
	<ul style="list-style-type: none"> Commitment to enhancing community wellbeing and quality of life through innovative use of social infrastructure. 	Essential
	<ul style="list-style-type: none"> Highly organised with strong project management skills. 	Essential
	<ul style="list-style-type: none"> Ability to work independently and as part of a multi-disciplinary team. 	Essential
Collaboration & Communication	<ul style="list-style-type: none"> Demonstrated commitment to teamwork and the maintenance of a supportive work environment. 	Essential
	<ul style="list-style-type: none"> Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, customers, volunteers, and other stakeholders at various levels, both orally and in written form. 	Essential
Customer Service & Continuous Improvement	<ul style="list-style-type: none"> Demonstrated commitment to customer service and continuous improvement. 	Essential
	<ul style="list-style-type: none"> Actively participate and maintain a customer focused culture. 	Essential
	<ul style="list-style-type: none"> Actively seek and suggest ways to improve work practices and outcomes. 	Essential
Corporate	<ul style="list-style-type: none"> Proficient in the use of the Microsoft Office suite and use of corporate technology. 	Essential
	<ul style="list-style-type: none"> Experience in the use of Technology One suite of applications. 	Desirable
Government	<ul style="list-style-type: none"> Experience working in a government environment. 	Desirable

Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular, employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.
- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.

Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the organisation's established policies and procedures regarding information governance and records management, both in electronic and physical formats.

Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role.

Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name:	_____	Direct Manager:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____