



APPLICANT PACK

# Coordinator Maternal Child Health (MCH)

Hume City Council



## CONTACT

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We respectfully acknowledge the Traditional Owners, the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-Willam-Balluk clan, as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# The Role

Hume City Council is seeking an experienced and visionary professional to take on the pivotal role of Coordinator Maternal Child Health (MCH) services. Situated within the Family, Youth, and Children’s Department, this position provides essential leadership in the delivery of maternal and child health services to a diverse and expanding population.

The Coordinator will oversee a significant service area that spans metropolitan and rural areas, addressing the growing needs of two major development corridors. This position offers a unique opportunity to shape the future of MCH services in one of Victoria’s largest and most diverse communities.



# Key Responsibilities

## Strategic Leadership and Service Development

The Coordinator will lead the MCH services with a focus on both operational management and long-term strategic planning. This role requires an individual who can:

- Oversee service delivery across 23 sites, reaching approximately 4,500 children annually.
- Develop and implement innovative models of service delivery that align with the community's evolving needs, ensuring compliance with legislative and regulatory frameworks.
- Position the service for future growth, particularly in response to the expanding population in Sunbury and Mickleham.
- Explore creative solutions to meet the culturally and linguistically diverse needs of the community, recognising that traditional Western approaches may not always be applicable.

## Operational Oversight

The Coordinator will manage the day-to-day operations of the MCH services, ensuring efficiency and effectiveness across all service areas. Key duties include:

- Managing the delivery of both universal services and enhanced services for vulnerable families and children with additional needs.
- Coordinating a large multidisciplinary team that includes over 85 maternal and child health nurses, social workers, and support staff.
- Implementing and optimising administrative systems to support service delivery, including robust data collection and reporting processes.
- Overseeing rostering and resource allocation to ensure services meet community needs, particularly in light of recent policy changes that have increased client contact requirements.



# Key Responsibilities continued

## Staff Leadership and Development

Leadership of a large and diverse team is central to this role. The Coordinator will:

- Manage several team leaders who oversee specific areas such as universal services, enhanced services, and outreach.
- Provide direction and mentorship to staff, fostering a culture of shared accountability and continuous improvement.
- Support staff development, including recruitment, performance management, and professional training.
- Realign team structures and processes to improve efficiency, ensuring the workforce can meet the growing and changing needs of the municipality.

## Partnerships and Advocacy

The Coordinator will be responsible for developing and maintaining partnerships with a range of internal and external stakeholders. Key responsibilities include:

- Collaborating with government agencies, hospitals, and community organisations to ensure comprehensive and integrated service delivery.
- Advocating for funding and resources to enhance the capacity of MCH services, with a focus on securing additional funding through grants and state-level funding bids.
- Engaging in ongoing advocacy efforts, both within the Council and externally, to ensure that the service remains responsive to the needs of the community.

# Leadership & Strategic Vision

This role demands a leader who is both a strategic thinker and a hands-on manager. The ideal candidate will be someone who can:

- Balance the day-to-day operational demands of the MCH service with long-term strategic planning.
- Bring innovative ideas to reimagine MCH services in a local government context, ensuring they are both responsive and future-focused.
- Manage complex operational challenges, including workforce management, rostering, and service delivery across a large geographical area.
- Advocate for the service within the broader health and community sector, seeking opportunities for growth and improvement.





## Community Engagement & Cultural Competence

Given the diversity of the Hume community, the Coordinator must have:

- Experience in delivering services to culturally and linguistically diverse populations.
- The ability to adapt service delivery models to meet the unique needs of the community, recognising the importance of cultural sensitivity in areas such as co-sleeping, feeding practices, and family dynamics.
- A commitment to working with vulnerable and disadvantaged families, ensuring that enhanced services are designed and delivered in a way that maximises their impact.

## Why this Role Matters

Hume City Council is one of Victoria's largest and fastest-growing municipalities, with a population that is both culturally diverse and expanding rapidly. The Coordinator Maternal Child Health will play a critical role in ensuring that Hume's families and children receive the high-quality health services they need, while also shaping the future direction of these services in response to a changing community landscape.

This position offers a unique opportunity for a leader with vision, innovation, and a passion for maternal and child health to make a lasting impact. The Coordinator will have the chance to drive service improvements, advocate for additional resources, and work collaboratively with stakeholders to create a model of maternal and child health services that is responsive, inclusive, and future-ready.



## Ideal Candidate Profile

### Qualifications and Experience

The successful candidate will hold a nursing qualification that meets the standards set by the Australian Health Practitioners Regulatory Agency (AHPRA). In addition, they will have:

- Postgraduate qualifications in Child and Family Health Nursing.
- Extensive experience in managing maternal and child health or similar health services.
- A proven track record of managing large, multidisciplinary teams and delivering complex health services.
- Experience in leading change and innovation within a health service context, particularly in diverse and rapidly growing communities.
- A strong understanding of the cultural sensitivities involved in working with culturally and linguistically diverse communities.

***Note:** You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.*





## Salary Package Information

Hume City Council value diversity and inclusion, they are committed to creating a positive and supportive working environment for all employees.

Staff benefits recognise, reward and support employees while promoting a healthy work-life balance. Benefits for this role include:

- Total Remuneration Package: \$175,000 – \$180,000, including a vehicle allowance.
- The Coordinator will be based at the Broadmeadows office, with regular travel to other service sites across the municipality.
- This is a permanent, full-time role, offering an excellent opportunity for professional growth within a dynamic and forward-thinking council.
- Flexible working arrangements
- Monthly and fortnightly Rostered Days Off (in certain areas)
- Salary sacrifice Leisure Centres membership
- Professional development training opportunities
- Corporate health insurance
- Social club



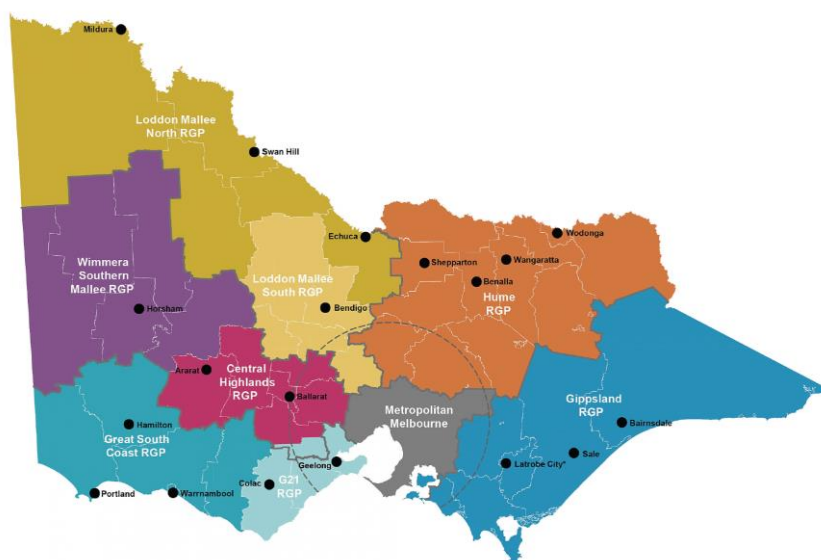
# About Council

**Hume City Council serves one of Australia’s most rapidly expanding and culturally diverse communities, located just 15 kilometres north of Melbourne’s CBD.**

The council region spans 504 square kilometres and includes a variety of areas, from established suburbs like Broadmeadows, Tullamarine, and Gladstone Park in the south to growing residential hubs such as Craigieburn, Greenvale, and Mickleham in the north-east. The northern part of the region features the Sunbury and Bulla townships, while the area’s rural expanses and parklands add to its geographical diversity.

Hume City is home to over 252,000 residents, a figure projected to grow to nearly 389,000 by 2041. The population is made up of people from more than 170 countries who speak over 155 languages, making Hume a vibrant and multicultural community. With a young demographic—more than one-quarter of residents are under 18—the area is also known for its family-friendly environment, attracting many families with its affordable housing options.

In addition to its residential growth, Hume City is a hub for industry and commerce, with over 26,600 businesses employing 123,000 people. Major transit routes, including the Tullamarine Freeway and Hume Highway, and Melbourne Airport, which occupies 10% of the municipality’s land area, contribute to its economic significance. The Council is committed to supporting the community’s ongoing growth, as demonstrated by a \$100 million capital works investment in 2022/23 for essential infrastructure and community facilities.



Links to Council Information



# Team Structure

Coordinator, Maternal and Child Health					
Universal Team Leaders	Enhanced Team Leader	Sleep & Settling Team Leader	Parent Support Team Leader	Workforce & Capability Lead	Administration Team Leader
Universal MCH Nurses	<ul style="list-style-type: none"> <li>• 5 EMCH Nurses</li> <li>• 3 Outreach MCH Nurses</li> <li>• 3 Social Workers</li> <li>• 2 Aboriginal MCH Nurses</li> <li>• 2 Aboriginal Engagement workers</li> </ul>	Currently 1 MCH Nurse	9 Parent Support Workers	<ul style="list-style-type: none"> <li>• New Graduate program</li> <li>• Student placement provision</li> <li>• Education provision and compliance</li> </ul>	5 Administration officers



# Living in the Region



## Housing

The region is known for its affordable home ownership opportunities, particularly in the rapidly growing suburbs like Craigieburn, Mickleham, and Kalkallo. These areas feature modern residential developments with family-friendly amenities, while established suburbs such as Broadmeadows, Tullamarine, and Gladstone Park provide more traditional housing options with proximity to Melbourne’s CBD. For those seeking a quieter lifestyle, the rural townships of Sunbury and Bulla offer a mix of spacious properties and semi-rural living.



## Educational Facilities

There are numerous primary and secondary schools, both public and private, providing quality education for students of all ages. Notable institutions include Hume Anglican Grammar and Aitken College. For higher education, Hume City is well-connected to nearby universities, such as La Trobe University and RMIT University, both accessible via public transport. The area also hosts several TAFE campuses, including Kangan Institute in Broadmeadows, which offers vocational training and skill development programs across various industries.



## Healthcare

Hume City is well-equipped with a broad range of healthcare facilities to meet the needs of its growing community. Residents have access to several hospitals, including the Northern Hospital in Epping, which provides a comprehensive range of services, and Broadmeadows Hospital, offering acute care, rehabilitation, and other essential health services. Numerous medical centres and general practices are scattered throughout suburbs like Craigieburn, Broadmeadows, and Sunbury, providing accessible primary care. The region is also home to specialist clinics, dental practices, and allied health services, ensuring comprehensive healthcare support.



# Living in the Region



## Shopping & Dining

Hume City boasts a variety of shopping and dining options to suit its diverse community. Major shopping centres like Craigieburn Central, Broadmeadows Central, and Sunbury Square offer a range of retail outlets, supermarkets, and specialty stores. Smaller local precincts in suburbs such as Tullamarine and Greenvale provide unique shopping experiences. The dining scene reflects the area's cultural diversity, with an array of international cuisines available. From casual cafes and family-friendly restaurants to authentic eateries in Broadmeadows. Local markets also showcase fresh produce and artisanal goods, adding to the vibrant food culture.



## Sports & Recreation

Hume City offers excellent sports and recreation facilities, the region is home to numerous sporting clubs, covering activities like football, cricket, soccer, and netball, with modern facilities available in suburbs such as Craigieburn, Sunbury, and Broadmeadows. Hume City also has well-equipped leisure centres, including the Splash Aqua Park and Leisure Centre in Craigieburn and Sunbury Aquatic and Leisure Centre, providing swimming pools, gyms, and fitness classes. There are vast parklands and nature reserves, including the picturesque Organ Pipes National Park and the expansive Woodlands Historic Park, perfect for walking, cycling, and enjoying the natural surroundings.



## Getting Around

The area is serviced by a robust public transportation network, including regular train services from Craigieburn and Sunbury stations, and multiple bus routes that link key suburbs to Melbourne's CBD and surrounding areas. Major roads like the Tullamarine Freeway, Hume Highway, and Western Ring Road provide convenient access for drivers, while Melbourne Airport, located within Hume City, serves as a key travel hub, offering domestic and international flights.



# Hume City Council Values

# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the criteria below



## Selection Criteria

- Strong leadership skills, including team development, mentorship, and managing complex operational challenges such as workforce management and rostering.
- Demonstrated ability to balance day-to-day operations with long-term strategic planning.
- Extensive experience overseeing service delivery across multiple sites, managing large teams, and ensuring compliance with legislation and policy.
- Ability to adapt service delivery to meet the cultural and community-specific needs, with sensitivity to issues such as family dynamics, co-sleeping, and feeding practices.
- Be a relevantly qualified Registered Nurse with qualifications recognised by AHPRA and must hold a postgraduate qualification in Midwifery and Child and Family Health Nursing.



## Application Period

- Week Commencing 23 September 2024



## Closing Date of Applications

- 5pm Thursday 24 October 2024



## Initial Assessment

- Week Commencing 28 October 2024



## Council Interviews

- Week Commencing 4 November 2024 (subject to panel availability)

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

# What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
<b>Week 1-3</b> Application Stage	<ul style="list-style-type: none"> <li>• <b>Consultant Support:</b> Direct access to our consultants throughout the application process.</li> <li>• <b>Application Acknowledgment:</b> Prompt acknowledgement of your application.</li> </ul>
<b>Week 4</b> Initial Interviews	<ul style="list-style-type: none"> <li>• <b>Applicant Review:</b> We work closely with our clients to determine applicants that match the requirements for the role.</li> <li>• <b>Online Interviews:</b> Initial online interviews with our consultant to create a longlist of candidates.</li> <li>• <b>Feedback on your Progress:</b> If you are unsuccessful in your application, we will provide you with feedback and suggestions for other suitable roles.</li> </ul>
<b>Week 5 &amp; 6</b> Client Interviews	<ul style="list-style-type: none"> <li>• <b>Interview Preparation:</b> Assistance with interview prep, including technical setup and briefing.</li> <li>• <b>Facilitated Interviews:</b> Our consultants may assist with client interviews, either online or in-person, to provide guidance throughout the process.</li> <li>• <b>Post-Interview Feedback:</b> We gather your perceptions and provide feedback as a priority once received from the client.</li> </ul>
<b>Week 5 &amp; 6</b> Verification	<ul style="list-style-type: none"> <li>• <b>Verification Checks:</b> Our verification checks are simple, undertaken online, and sent via email for completion. These include:               <ul style="list-style-type: none"> <li>◦ Psychometric Assessments (if required)</li> <li>◦ Reference Checks</li> <li>◦ Criminal History and Right to Work (Visa) Checks</li> </ul> </li> </ul>
<b>Week 6</b> Offer & Negotiation	<ul style="list-style-type: none"> <li>• <b>Negotiation Process:</b> Transparent and mutually beneficial negotiations.</li> <li>• <b>Direct Engagement:</b> We encourage direct engagement between you and the council for contract exchange and onboarding discussions.</li> </ul>
<b>Week 6 to 8</b> Project Finalisation & Post Placement	<ul style="list-style-type: none"> <li>• <b>Final Feedback:</b> Comprehensive feedback.</li> <li>• <b>Future Opportunities:</b> If you are unsuccessful and open to further opportunities, we will identify additional roles and move you into our Talent Pool for ongoing support and exploration of suitable positions.</li> </ul>
<b>Post Placement</b>	<ul style="list-style-type: none"> <li>• <b>Regular check-in</b> calls on the first day, the second week, at the end of the first month, the third month, the sixth month and at 12 months.</li> </ul>





# Angie Simmonds

## Your Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

### CONTACT

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ATTACHMENT

# Position Description

## POSITION DESCRIPTION

POSITION TITLE:	<b>Coordinator Maternal Child Health Services</b>
POSITION NO:	<b>100614</b>
DIVISION:	<b>City Services and Living</b>
DEPARTMENT:	<b>Family Youth and Children</b>
SECTION:	<b>Maternal Child Health</b>
STATUS:	<b>Permanent Full Time</b>
CLASSIFICATION:	<b>MCH 4th Year + 10% &amp; Vehicle Allowance</b>
OCCUPANT:	<b>Vacant</b>
LOCATION:	<b>Broadmeadows Office &amp; Various Other Locations Within The Hume Municipality</b>
DATE:	<b>July 2024</b>

### POSITION OBJECTIVES:

The key objectives of the position are:

- This key leadership position within the Family Youth and Children's Department is responsible for leading a strategic approach to the delivery, and response to the Hume community through the provision of Maternal Child Health (MCH) Services.
- Ensuing collaborative and effective partnerships are established across the FY&C Department and broader Division to align services and provide a high level of continuity of care.
- Develop and lead contemporary and effective models of service delivery which are compliant with legislative and regulatory obligations.
- To deliver strategy and policy which successfully responds to current and future demands of the Hume community.
- To effectively gather data to ensure high quality access to MCH services.

**KEY RESPONSIBILITIES AND DUTIES:**

**Coordination of the Maternal and Child Health Service**

- Coordinate and resource the MCH Service, ensuring optimum standards in all aspects of service delivery, consistent with Council and Government policies and procedures, along with relevant frameworks and service reforms.
- Develop, monitor and evaluate goals, objectives, standards and Key Performance Indicators to ensure planned outcomes are met.
- Ensure the development and implementation of a range of processes and innovative practice to adequately cater for the needs of people who access MCH Services.
- Ensure maintenance of partnerships with key stakeholders and peak bodies to support innovative and responsive service delivery to meet Hume City's growing and diverse needs.
- Provide strategic advice and direction to ensure the leadership of contemporary and innovative Maternal and Child Health Services

**Coordination and Allocation of Services**

- Monitor service allocation to ensure that priorities set for the service are appropriate.
- In conjunction with the MCH Team Leaders, develop and review programs and nurse workloads to ensure effective planning and allocation of resources are undertaken- in both universal and enhanced programs.  
Identify changing community and market needs and assist with service reviews ensuring services reflect current and future demands
- Develop and maintain necessary administrative systems for service operation
- Ensure the development and implementation of streamlined administrative systems for service operation.
- Manage administration systems to efficiently produce statistical data required for planning and monitoring purposes in a timely fashion.
- Prepare written information (reports, LGPRF, annual reporting the Department of Health, recommendations, policies etc) and financial data (estimates, budgets, progress etc) for procedural planning, decision making and monitoring purposes.

**Staff Leadership and Development**

- Provide effective leadership to staff and ensure they understand and achieve unit goals and priorities.
- Support, develop and manage staff and ensure they fulfil their roles and responsibilities and achieve required targets.
- Provide effective leadership and appropriate role modelling to staff in meeting the challenges associated with change.
- Foster a commitment to a customer service culture, which maximises communication and co-operation within the unit and emphasises shared accountability for satisfying recipient needs.
- Establish and implement regular meetings with staff, which encourage information sharing, uniform approaches to service delivery, continuing training/education and ensures staff involvement in service development.

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	<p><b>Author:</b> Manager People &amp; Culture</p>	<p><b>Review Date:</b> March 2024</p>

- Implement strategies and recommendations to support high level current and projected workforce planning, as required, for the recruitment, orientation, induction, and performance management of staff.
- Identify and manage the professional development and training of staff, ensure adherence to policies and procedures including Equal Employment Opportunity (EEO) and Occupational Health & Safety (OH&S) policies and procedures.

**Financial Management of Services**

- Implement Council’s financial management processes, including profiling and midyear reviews to ensure that programs operate within budget.
- Prepare, monitor and review budgets and reports on any variances for consideration by Manager Health and Community Wellbeing.
- Coordinate negotiations of Service Agreements with external funding agencies.
- Ensure services meet requirements of any funding body.

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<b>ORGANISATIONAL RELATIONSHIPS:</b>	
Reports to:	Manager, Family Youth & Children
Supervises:	Maternal Child Health Team Leaders
Internal Contacts:	Other Council Staff City Services and Living Staff Family Youth & Children's Services staff Maternal and Child Health Team Other Council Staff
External Contacts:	Department Health and Human Services (DHHS) Municipal Association Victoria Maternal and Child Health Regional and Statewide Services MCH University providers Hospital and Community Agencies Early Years Service Professionals and Services Other Professionals as required

## ORGANISATIONAL CONTEXT

### VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

### MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

### OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	<p><b>We're better, every day</b></p> <p>We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p><b>We're in it together</b></p> <p>At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p><b>We show up</b></p> <p>We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p><b>All for Hume</b></p> <p>We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.</p>

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**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

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**POLICE CHECK:**

The incumbent must have and maintain a current Police Check

**WORKING WITH CHILDREN CHECK:**

The incumbent must have and maintain a current Working with Children Check  YES  NO

**PRE-EMPLOYMENT MEDICAL CHECK**

- The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.)  YES  NO
- The incumbent must undergo a Pre-Employment Audio Test  YES  NO

**PSYCHOMETRIC ASSESSMENT**

The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position  YES  NO

**OTHER DUTIES**

Responsibilities and duties included in this position description are subject to the *Multi-skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- This position is responsible for the operation of MCH programs and the successful achievement of its objectives and targets.
- This position is responsible for strategic planning and evaluation of MCH systems and processes.
- This position of responsible for the business planning of MCH Services.
- The provision of advice regarding strategic and operational factors impacting on MCH Service Delivery.
- The development of strategic partnerships.
- This position is responsible for ensuring the professional Nursing practice and standards and professional Code of Ethics is adhered to in the operation of MCH Programs.
- The incumbent is responsible for the selection, orientation, induction and performance monitoring of MCH Staff.
- The freedom to act is governed by the goals of Council, and the priorities established in conjunction with the Manager Health and Community Wellbeing.
- The MCH Coordinator will regularly report to the Manager Health and Community Wellbeing on issues under their influence and will seek advice on issues likely to have a significant impact on residents or Council.
- This position is responsible for developing and contributing to the implementation of policies, plans and procedures that impact upon MCH services.

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- This position is responsible for developing and monitoring annual budgets.

**JUDGEMENT AND DECISION MAKING:**

The incumbent is accountable for:

- The incumbent is responsible for making decisions on matters relating to the daily operation of MCH programs and ensuring that Council policies and the Service Plan for the DHHS Regulations are met.
- The incumbent must have a demonstrated capacity to resolve complex problems and issues and make prompt and appropriate decisions within the scope of the key responsibilities and duties of position.
- This position requires the ability to identify stakeholder/customer needs and expectations, decide the appropriate action and respond accordingly.
- This position is responsible for the provision of accurate and timely advice and support to Management and staff relating to MCH services.
- The incumbent will be required to make clear, precise and accurate decisions and valued judgement analysis.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

- Demonstrated ability to develop, manage and monitor operational plans.
- Demonstrated skills in planning and policy development that reflects Councils goals and directions.
- Extensive knowledge of the Victorian MCH Service.
- Demonstrated ability to interpret and apply legislation in a practical and consistent manner.
- Extensive knowledge of MCH issues on a local and state-wide basis.
- Detailed understanding of Government policies which relate to children and families.
- Knowledge and understanding of current issues and trends in MCH.
- Knowledge of quality assurance and accreditation systems.
- Demonstrated skills in analytics and strategic planning.
- Demonstrated experience in applying a continuous improvement approach to planning and delivering MCH services.
- Computer literacy with a working knowledge of generic and specific software applications
- Thorough understanding of budget preparation, monitoring and funding arrangements.
- Demonstrated ability to lead change.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

- Identify and manage the professional development and training of staff and ensure adherence to policies and procedures including Equal Employment Opportunity (EEO) and Occupational Health & Safety (OH&S) policies and procedures.
- Demonstrated ability to manage, support, train and develop a large team of staff across a vast range of sites.
- Ability to work independently and as an effective team member.

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- Proven time management and goal setting skills with the ability to manage time, set priorities, plan and organise work in an environment of conflicting and changing demands.
- Demonstrated ability to develop and implement relevant policies and procedures.
- Demonstrated ability to maintain a strong strategic focus, whilst leading the operational components of the role.
- The ability to manage disputes and resolve issues.
- Strong skills leading and developing teams.
- Demonstrated budgeting skills.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

- Ability to gain cooperation and communicate effectively, both verbally and in written form, to a broad range of stakeholders from diverse backgrounds and cultures
- Excellent written and verbal communication skills, including the ability to prepare reports.
- Demonstrated ability to deal with difficult situations and present a positive Council image.
- Ability to use initiative, maintain professionalism, integrity and confidentiality.
- Demonstrated ability to build partnership and collaborate with relevant stakeholders.
- Demonstrated ability to influence and promote new ideas, concepts and processes.
- Demonstrated ability to build a positive team culture.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

Holds current registration with AHPRA as:

- Current registration with the Australian Health Practitioners Regulatory Agency as a Registered Nurse (Division 1) and Midwife, along with additional accredited post-graduate qualifications in Child and Family Health Nursing.
- In depth knowledge of services for families, and the general community, including an understanding of the relevant Acts, Legislation, Regulations, and funding guidelines in the Specialist MCH programs.
- Strong understanding of the principles of integrated service delivery, community development and family centred practice.
- Experience in planning, developing and managing all facets of a MCH or similar service.
- Demonstrated experience in developing innovative programs and working cooperatively with stakeholders.
- Experience in policy development, strategic service planning and MCH service delivery.
- Current driver's licence.

**TASK ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using hand tools – vibration/powerful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

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**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.	
Name (Please print):	
Signature:	Date:

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Current registration with the Australian Health Practitioners Regulatory Agency as a Registered Nurse (Division 1) and Midwife, along with additional accredited post-graduate qualifications in Child and Family Health Nursing.
2. Demonstrated experience in planning, developing and managing all facets of a MCH, or similar service
3. Strong management skills with demonstrated experience in leading and developing large teams, along with proven experience in effective change management
4. Demonstrated experience in developing innovative programs and achieving operational improvements
5. Proven ability in establishing and maintain strategic partnerships with key stakeholders to optimise MCH service delivery
6. Experience in policy development, strategic service planning and MCH service delivery, along with extensive knowledge of relevant statutory and accountability requirements.
7. Well-developed interpersonal skills, along with strong written and verbal communication skills, including the preparation and presentation of reports.
8. Demonstrated experience in preparing and managing budgets
9. Current Driver’s licence
10. Current Working with Children Check

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