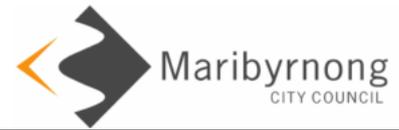


# Position Description



<b>POSITION TITLE:</b>	Coordinator Maternal Child Health (MCH) and Immunisation
<b>POSITION NO:</b>	4111
<b>DIRECTORATE:</b>	Community Services
<b>DEPARTMENT:</b>	CSSIP
<b>SECTION:</b>	MCH and Immunisation
<b>CLASSIFICATION:</b>	MCH Nurses Award Year 4
<b>LOCATION:</b>	Council Offices and Facilities
<b>DATE:</b>	January 2025

## ORGANISATIONAL RELATIONSHIPS

**Reports to:** Manager CSSIP

**Supervises:** Team Leader Clinical MCH Services  
Team Leader Immunisation Services  
MCH Administration Officers  
Casual Staff and contractors as required

**Internal Liaisons:** Community Services Directorate, Community Wellbeing Department, all Council employees.

**External Liaisons:** State, Federal Government Departments & Agencies, Peak Governance Bodies, Other LGA's (Neighbouring and Interface Councils), Primary and Secondary Schools, Allied Health Specialist Services, Midwifery and Paediatric Hospitals, Tertiary and Education Institutes, Community Service Organisations and NGO's, all community members and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

- The Coordinator MCH and Immunisation will lead and manage the high quality delivery of MCH and Immunisation services in accordance with funding guidelines, policies and procedures.

## Position Description

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- Lead and coordinate strategic projects that support the high quality delivery of MCH and Immunisation services, in addition to supporting the broader organisational goals.
- Lead the MCH and Immunisation Team in developing cross organisational and community partnerships that align with Council values, support the delivery of services and respond to the changing needs of the community.

### DUTIES AND RESPONSIBILITIES

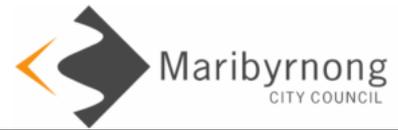
- Lead, manage and coordinate the MCH and Immunisation Unit in delivering high quality services, strategically align services and functions with Council priorities and ensure that all functions are aligned with relevant State and Federal Government funding requirements and policy requirements.
- Lead, manage and coordinate the service planning, monitoring and quality of key services and activities using an evidenced based approach that responds to the changing needs of young children and families within Maribyrnong.
- Embed a community development approach across the MCH and Immunisation Unit to support the development of strong partnerships with relevant State Government partners, early childhood education and care services, community based agencies, allied health services and private providers to plan, develop and deliver a comprehensive local early years service system for families and young children.
- Coordinate and manage all aspects of service and workforce planning associated with MCH and Immunisation relating to future community growth, infrastructure, recruitment, succession planning, students, graduates and future workforce needs.
- Provide strategic and operational advice to support the delivery of MCH and Immunisation services, including but not limited to growth area planning, masterplan development, placebased initiatives, and facility design.
- Prepare and deliver reports, briefings and papers to Senior Management and Council (as required) on policy, procedural or operational matters related to MCH and Immunisation.
- Manage the financial and funding requirements of the MCH and Immunisation Unit.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

### Organisational Responsibilities:

- Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working with Children Act 2005 (Vic). Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining Child Safety.
- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

# Position Description



## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

### JUDGEMENT AND DECISION MAKING

- Ability to make decisions regarding policies, procedures and matters under the role's responsibility, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Strategic thinking, with ability to recognise problems and use initiative to identify and implement solutions within a wide unspecified range of options.
- Contribute to the development and adaptation of relevant policies, procedures and recognised standards.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing and efficient functioning of the team.
- Exercise discretion and confidentiality as required.

### SPECIALIST SKILLS AND KNOWLEDGE

- Successful track record in identifying and initiating strategic alliances and partnerships to deliver MCH and Immunisation Services that respond to the needs of the community.
- Highly developed interpersonal, facilitation, negotiation and engagement skills, and the ability to represent Council to all levels of government, private and community-sector industry, and local communities
- Provision of expert advice within the context and delegation of the role.
- Well-developed financial skills including budget formulation and monitoring.
- Ability to develop and produce comprehensive project and program reports.
- Ability to act as an internal consultant to all areas in the organisation within the area expertise.
- Highly developed analytical and investigative skills
- A thorough understanding of the long-term goals of the wider organisation and local government environment and of the legal and socio-economic and political context in which it operates.

### MANAGEMENT SKILLS

- Ability to set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Leadership and supervision of employees or tertiary qualified employees with extensive experience.
- Strong leadership, supervisory and motivational skills to support own team and other employees and provide on the job training and guidance.
- Performance management of team including the completion of quality audits to determine organisational need and opportunities for employee development.
- Responsible for compliance with the employers and employee's duty of care with respect to Occupational Health and Safety legislation and risk management requirements
- Ability to effectively apply and embody personnel policies and procedures including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.

## Position Description

### INTERPERSONAL SKILLS

- Strong communication skills to write detailed and non-standard reports and correspondence, and the comprehension skills to interpret, proof-read and review detailed reports and written material of others.
- Strong skills in the presentation and delivery of reports to Senior Management, Executive, Councillors and other stakeholders as required.
- Strong skills in liaising effectively with counterparts in other organisations to discuss and resolve specialist problems, and with other employees within their own organisation to resolve intra-organisational problems.
- Ability to persuade, negotiate, gain cooperation and assistance from employees, management, clients, members of the public and other organisations to achieve defined objectives.
- Strong ability to lead, motivate and develop other members of staff.
- Ability to discuss and resolve issues with all levels of staff.
- Ability to negotiate with counterparts in other units or organisations to discuss and resolve problems.
- Excellent communication skills and the ability to write and present reports on complex matters.

### QUALIFICATIONS AND EXPERIENCE

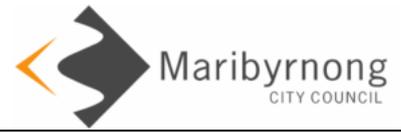
#### Mandatory:

- Current registration as a Division 1 Nurse and Midwife with the AHPRA, with Maternal and Child Health Qualifications. (Additional postgraduate qualifications in management discipline or human services field highly regarded).
- Extensive experience working within the MCH or Immunisation sector.
- Demonstrated experience in team leadership, team work development, and innovative service development.
- Current Victorian Drivers Licence.
- Current Working with Children Check.
- No relevant criminal record found in a Police Check.

### KEY SELECTION CRITERIA

- Current registration as a Division 1 Nurse and Midwife with the AHPRA, with Maternal and Child Health Qualifications. (Additional postgraduate qualifications in management discipline or human services field highly regarded).
  - Strong experience in the planning, management and coordination of MCH and Immunisation services.
  - Demonstrated experience in team leadership, team work development, and innovative service development.
  - Sound knowledge of the relevant legislative and political environment pertaining to MCH and Immunisation services.
  - Excellent communication and interpersonal skills, including extensive experience in preparing and presenting high quality written and verbal reports to a variety of audiences.
  - Demonstrated history of displaying strong professional leadership, positive work behaviours and genuine commitment to teamwork and organisational values.
  - Current Victorian Drivers Licence.
  - Current Working with Children Check.
  - No relevant criminal record found in a Police Check.
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# Position Description



**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council’s Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/  
Coordinator:.....

Date: .....