

POSITION DESCRIPTION

Maternal and Child Health Coordinator

Position number	MCH07	
Directorate	Community Strengthening	
Service unit	Community Connections and Wellbeing	
Classification	MCH Year 4 plus 10% of the Victorian Local Government Award (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Manager Community Connections and Wellbeing
	Directly supervises	Maternal and Child Health Nurses, Family Support Officers and Early Years Business Support Officer, Students, Volunteers
	Internal relationships	All areas of Council
	External relationships	Local Governments, Department of Education, Department of Health, Department of Families Fairness and Housing, non-government agencies, Hospital and Medical Services, Allied Health Services, service users, children, families and interested community members, suppliers and contractors, child, youth & family service agencies, Tertiary Educational Institutions
Probation period	6 months (applies to all new employees)	
Approved by (position title)	General Manager Community Strengthening	
Date	June 2025	
Position purpose	<p>To strategically plan and manage the provision of a high-quality evidence-based Maternal & Child Health Service. The service will be efficient and effective in meeting the needs of the community, and operate in accordance with the Maternal and Child Health Standards, State Government regulations, funding requirements, and Councils objectives and policy.</p> <p>To provide dynamic leadership and management to the Maternal and Child Health Service team and contribute to the broader Community Connections and Wellbeing business unit.</p>	

Key responsibilities and duties

Leadership and Management

- Ensure timely recruitment, orientation and ongoing training of Maternal and Child Health Service staff.
- Manage staff leave, relief staff and maintain an effective and efficient roster system in line with the Enterprise Agreement and workload management requirements.
- Ensure Maternal & Child Health Nurses maintain current registration with the Australian Health Practitioners Regulatory Agency (AHPRA).
- Co-ordinate the allocation of students within the Service, providing preceptor support and liaise with universities.
- Create and promote an environment that allows team members to acquire new skills, identify and develop new ideas, and which ensures commitment to organisational and program goals, using an annual review and staff development scheme for employees in accordance with the award and Council procedures.
- Identify individual staff training needs and arrange appropriate training, in accordance with budgetary limitations and enterprise agreement requirements.
- Provide regular supervision to staff, including line management meetings and external supervision from a qualified professional as required.
- **Model and promote** the integration of the team within the Community Connections and Wellbeing business unit, ensuring good communication and positive working relationships are maintained.
- Lead, develop and coach team members, ensuring staff are performing effectively within their roles and boundaries of professional skills and competence.
- Ensure Service compliance with relevant legislative requirements and Council policy and procedures

Strategic Planning and Service Development

- Ensure the MCH service is guided by comprehensive planning processes, including identifying opportunities for service development, workforce planning, and improving service quality to meet current and future community needs.
- Ensure current and future planning and management of facilities that are used by Maternal and Child Health service.
- Participate in and contribute to the development and implementation of the Young Communities Strategy.
- Participate in relevant evidence-based research projects with local health services, universities and Early Years and Family Services.
- Contribute to the annual business unit plan that integrates with the overall objectives of the Community Connections and Wellbeing business unit.
- In consultation with the Manager Community Connections and Wellbeing, develop and implement

strategies for effective workforce planning and development, including the placement of MCH students and new graduates.

- Maintain and regularly update relevant data for planning and reporting purposes in the Maternal and Child Health Service.
- Establish systems to collect and analyse customer feedback in order to provide a responsive family centred approach and practice.
- Investigate opportunities for external funding with the aim of enhancing Maternal and Child Health programs.

Financial & Administrative Management

- Plan, develop, manage the service within allocated resources and report on the Maternal and Child Health Services Budget.
- Identify and develop funding submissions for potential development and enhancement of Maternal and Child Health services
- Ensure that funding accountability and contract service performance requirements are met.
- Ensure procedures are in place for the effective and efficient management of the unit's financial and administrative records.

Service Delivery

- Lead and maintain a dynamic framework for best practice provision of the Maternal and Child Health Service, including the development of policies, procedures, and continuous improvement practices that meet organisation, legislative and quality requirements for effective service delivery.
- Ensure all correspondence, reports and discussion papers are timely, factual, comprehensive, and professionally written.
- Work with the team in developing innovative strategies to improve the engagement of families through the development, promotion and evaluation of programs, events, and services.
- Manage the day-to-day operations of programs and services and the supervision of Maternal and Child Health staff.
- Contribute to the development and implementation of policies and procedures across the Community Connections and Wellbeing business unit.
- Develop and implement processes to enable stakeholders to participate in decision making in relation to aspects of the planning process, where appropriate.
- Actively promote and develop mechanisms to enhance and maintain the profile of the Maternal and Child Health Program internally and externally.

Networking & Community Development

- Maintain effective working relationships with government, peak bodies, medical and health services, local service providers, and other agencies.
- Ensure that Moorabool Shire Council Maternal and Child Health Service is represented at relevant events and forums relating to children and families.
- Develop and maintain partnerships with internal and external stakeholders.
- Communicate appropriate information to clients and community services/organisations regarding the Maternal & Child Health Service.
- Participate in Community education/health promotion programs where relevant.
- Facilitate the development of community support networks through partnerships with other services and organisations.
- Act as an advocate for children, parents, the community and the Maternal and Child Health service.

General

- Undertake other duties to assist with and improve the provision of Community Connections and Wellbeing actions as directed.
- Contribute to, and implement, organisation wide programs to support and develop individuals, teams and the broader organisation.

Managers, Supervisors, Team Leaders and Coordinators

Specific responsibilities include, but are not limited to:

- Provide support to their Leader to systematically identify, assess and manage risks and opportunities in their functional area, including the development and implementation of approved work practices
- Ensure that the risk policy is communicated to their employees, work experience students, volunteers and contractors.
- Consult with employees, volunteers and contractors to identify, assess and manage risks and opportunities associated with their work.
- Implement Risk Management policies and procedures to meet legislative requirements.
- Ensure Council's Risk Management policy and Risk Management practices within the workplace and the community are observed and complied with at all times.
- Ensure the implementation of hazard and environmental aspect inspections, risk assessments and risk controls.
- Review, investigate and report all incidents.
- Initiate actions to continuously improve Risk Management System.
- Implement the OHS Policy within their defined work area. Manager/Coordinators are to ensure that

their employees are trained in the use of Council's OHS system compliance with system and OHS Legislation

Occupational Health & Safety

- Create, maintain and foster a safe work environment at all times.
- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act

2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.

- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always

Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • Provide leadership, direction and support to the team in accordance with Moorabool Shire Council's Enterprise Agreement, and relevant policies and procedures. • Efficient and effective day to day coordination of programs, services and events, ensuring they are delivered in line within budget, Council policies and procedures, relevant legislation, funding agreements and policy direction. • Responsible for service analysis, review and planning in accordance with relevant guidelines, ensuring that programs and services are responsive and of high quality that meet the needs of children and their families. • Responsible for recruitment, training, and performance of staff in accordance with relevant awards and council policies and procedures. • Accountable for implementing and promoting Council's Human Resources and Occupational Health and Safety policies and ensuring members of the team follow appropriate workplace practices. ▪ Adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss. ▪ Input into policy development within the area of expertise and management.
Judgement and decision making	<ul style="list-style-type: none"> • Ability to be responsive to the changing needs of Services and operate with minimal supervision. • Ability to exercise independence in day-to-day decision-making and problem-solving. • Represent Moorabool Shire Council MCH Services at relevant meetings and events.

	<ul style="list-style-type: none"> • Advise, guide and support staff as required, in the day to day management of their duties. • Prepare reports with recommendations that address community need or promote policies that enhance the health, education, and well-being of children and families in Moorabool.
Specialist skills and knowledge	<ul style="list-style-type: none"> • Demonstrated experience as a Maternal and Child Health Nurse working in a local government setting. • Good knowledge of funding arrangements, services obligations and operational requirements related to Maternal and Child Health service. • Experience using specialist Maternal and Child Health database systems and basic computer operation • Demonstrated experience in developing and implementing policies that reflect evidenced-based practice in Maternal and Child Health, Community Health and Local Government. • Demonstrated knowledge of families living in rural and isolated communities • Demonstrated experience in clinical effectiveness within a • Maternal and Child Health setting including, managing • performance development, reviewing policies and procedures • and maintaining safety in the workplace. • Demonstrated commitment to innovation and continuous improvement, minimising financial and organisational risk. • An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates. • Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.
Management skills	<ul style="list-style-type: none"> • Provide effective and well-developed leadership skills in order to lead, coach, manage and develop the team. • Demonstrated time management skills related to planning, setting priorities, organisation of workload and timelines. • Provide effective management of the service's budget. • Preparation of reports and correspondence in a timely, factual and comprehensive manner. • Ability to manage multiple tasks, often with competing timeframes, take the initiative and work independently. • Ability to be flexible and responsive to meet the changing needs of the Service. • An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee's development schemes. • Ability to contribute to the development and implementation of long-term staffing strategies.
Interpersonal skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to work independently, cooperatively and collaboratively with all levels of the organisation.

- Ability to negotiate, influence and gain the cooperation of others to enhance information exchange and develop strategic direction and action.
- Ability to discuss, negotiate and resolve issues of concern for staff and service users.
- Ability to liaise and work with government departments, private organisations, consultants, schools, agencies, families and staff from other Councils regarding development strategies, partnerships and projects.

Qualifications, skills and experience

Qualifications

- Current registration with AHPRA as both a Division 1 Registered Nurse and Midwife, with the necessary qualifications to practice as an MCH nurse in Victoria.
- Demonstrated experience in the delivery of Maternal and Child Health Services, including leading, managing and coaching team members in accordance with the Maternal and Child Health Program Standards and Council requirements.
- Demonstrated experience in developing and implementing policies that reflect evidenced-based practice in Maternal and Child Health, Community Health and Local Government.

Skills and experience

- Demonstrated time management skills related to strategic planning, setting priorities, organisation of workload and timelines.
- Ability to negotiate, influence and gain cooperation and support of others to enhance information exchange and develop strategic direction and action.
- Ability to be flexible and responsive to meet the changing needs of the Maternal and Child Health Service.
- Good knowledge of funding arrangements, services obligations and operational requirements related to Maternal and Child Health service.

Licences and registrations

- Victorian Driver's License
- Victorian Working with Children's Check (Employment Type)

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg			✓	
Manual handling – above 5 kg below 10 kg			✓	
Working with arms above head				✓
Manual handling – lifting above shoulder			✓	
Repetitive bending/twisting			✓	
Using vibrating / powered hand tools				✓
Close inspection work				✓
Working in dusty / slippery / wet conditions				✓
Wearing safety shoes/boots (steel cap)			✓	
Wearing hearing / eye protection			✓	
Using chemicals			✓	
Repetitive hand washing / cleaning			✓	
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles		✓		
Operating plant				✓
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy		✓		
Audio transcription			✓	
Handling difficult customers onsite	✓			✓
Handling difficult customers offsite	✓			
Making decisions that impact on other employees (disciplinary / restructure / investigation)	✓			
Other _____				

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.