



CARTERTON
DISTRICT COUNCIL



Positive Ageing Strategy Coordinator

Part one: Job description

Job title:	Positive Ageing Strategy Coordinator	Location:	South Wairarapa, Carterton, and Masterton
Status:	Fixed Term (1 year) 20hrs pw	Effective:	July 2019
Team:	Community Services, Carterton		

1. Purpose of the Role

To lead the delivery of the combined councils Positive Ageing Strategy Implementation Plan. This is a shared role across the three Wairarapa councils, situated in Carterton District Council.

2. Responsibilities

- To implement the action plans developed from the Positive Ageing Strategy
- To oversee the monitoring and reporting of the Strategy
- To provide advice and support to staff of the three councils around positive ageing initiatives, including influencing decision making and ensuring decisions take account of the needs of older people
- To support community groups within our councils and local communities that represent our older population
- To advocate within the councils and the wider community for initiatives that enhance the well-being of our older population.
- To build and maintain effective relationships with the public, community groups and other identified stakeholders in relation to the promotion of the Positive Ageing Strategy.

3. Working relationships/reporting lines

The Positive Ageing Strategy Coordinator reports to the Community Development Coordinator at CDC, has no direct reports, and will work closely with the Community Development Advisor at MDC, and Community Development Coordinator at SWDC.

In addition, the Positive Ageing Strategy Coordinator has regular contact with a number of internal and external stakeholders including, but not limited to:

- Mayor and Councillors
- Rangitāne o Wairarapa
- Ngāti Kahungunu ki Wairarapa
- Committees and Community Boards
- Community Groups
- Local and Central Government Agencies
- General Public

4. Key Result Areas

KEY RESULT AREAS	KEY TASKS
Action/Implementation Plan	<ul style="list-style-type: none">• Implement the action plan as agreed by the three Councils• Support policy development that aligns with key council plans• Implement and drive the action plan effectively and efficiently, leveraging groups and teams across Council and the community• Report and monitor regularly the effectiveness of the plans to Councils
Staff Engagement	<ul style="list-style-type: none">• Build relationships and maintain regular communication with staff, particularly community development officers• Provide advice on best practice initiatives around the needs of older people• Influence decision making to have an older persons' focus• Report and identify positive ageing initiatives• Provide quality advice and recommendations to managers and Council, as appropriate, with supporting evidence clearly articulated
Public Relations	<ul style="list-style-type: none">• Be the combined councils Positive Ageing champion• Provide advice on, and prepare, displays and presentation of promotional material on positive ageing from the Council and its departments

	<ul style="list-style-type: none"> • Respond to enquiries from the public as appropriate • Work closely with other relevant advocates and community groups such as Age Concern, Digital Seniors, FOCUS, Aged Care Facilities and Services
Funding	<ul style="list-style-type: none"> • Identify, investigate, and apply for funding to support positive ageing initiatives aligned to the Strategy • Submit applications that enhance the reputation of the Councils, advance strategic priorities, and achieve outcomes agreed in the Implementation Plan
External and Internal Communications	<ul style="list-style-type: none"> • Ensure the standard and presentation of all external communications are professional and credible • Assist the information flow to staff on Council decisions and direction • Provide assistance with internal communication projects ensuring key messages are delivered and understood
Technical Knowledge	<ul style="list-style-type: none"> • Provide accurate advice to ensure Councils can meet obligations and develop appropriate strategies for older persons • Understand relevant legislation, and Councils' roles and responsibilities in relation to positive ageing • Utilise professional development and industry networks to ensure advice is based on best practice, and current national and international trends
Health, Safety and Risk	<ul style="list-style-type: none"> • Ensure own and others safety at all times • Comply with policies, procedures and safe systems of work • Report all incidents/accidents, including near misses, in a timely fashion • Actively participate in the hazard management and identification process • Escalate risk as per the Risk Management Policy
Legal Boundaries	<ul style="list-style-type: none"> • Act within the legal boundaries and the Masterton, Carterton, and South Wairarapa District Councils' policies • Ensure that all records are maintained accurately and in accordance with legislation of Masterton, Carterton and South Wairarapa District Councils' policies • Provide appropriate information in accordance with the Privacy Act, other relevant legislation, and Masterton, South Wairarapa and Carterton District

Councils' policies	
Other Duties	<ul style="list-style-type: none"> • Participate in, and lead, projects as required by the line manager • Any other relevant tasks may be undertaken in negotiation with the line manager

5. Qualifications and Competencies

Education and Qualifications	A tertiary qualification and/or successful experience in a relevant discipline
Key Job Competencies	<ul style="list-style-type: none"> • Ability to build and maintain effective relationships, and provide quality service and advice • Strong communicator who can adapt style and delivery to maximise relationships for positive outcomes • Ability to provide information in a public educational context • Ability to plan and prioritise own workload to meet deadlines • Adaptable to manage a number of tasks concurrently

6. Personal Attributes and Behavioural Competencies

WORKING CO-OPERATIVELY

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others, and awareness of the impact of one's behaviour on others.

ANALYSIS (PROBLEM IDENTIFICATION)

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying relationships.

JUDGEMENT (PROBLEM SOLUTION)

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

LEADERSHIP (INFLUENCE)

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

ORGANISATIONAL AWARENESS

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

CLIENT SERVICE ORIENTATION

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

EXTRA-ORGANISATIONAL AWARENESS

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors

WORK STANDARDS

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

PLANNING AND ORGANISING

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

PROJECT PLANNING

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

INTEGRITY

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.

Signed

Carrie Mckenzie
Community Services Manager
Carterton District Council

Date

Job Holder

Date