

# Community Partner Coordinator

## HEP Level 5

<b>POSITION NUMBER</b>	913226
<b>ORGANISATIONAL UNIT</b>	College of Sport, Health and Engineering
<b>POSITION REPORTS TO</b>	Head of Program, Biomedical and Life Science
<b>OVERALL PURPOSE</b>	The overall purpose of the Community Partner Coordinator is to provide a high level of administrative support for the day-to-day operations of the VU food education programs, including the Cooking, Healthy Eating and Wellness (CHEW) program.
<b>ORGANISATIONAL CONTEXT AND RELATIONSHIPS</b>	<p><b>Within the University the position:</b></p> <ul style="list-style-type: none"> <li>◆ works closely with the Course Chairs and teaching team for the Nutrition and Dietetics courses, and staff in the Biomedical and Life Science Program area.</li> <li>◆ works with other professional, technical and academic staff within the College</li> </ul> <p><b>Outside the University the position liaises with:</b></p> <ul style="list-style-type: none"> <li>◆ VU partner organisations, external organisations, stakeholders and clients.</li> </ul>
<b>LOCATION/CAMPUS</b>	The position is currently located at the Werribee Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

### KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

**Deliver** – Excellence Results-driven, accountability, problem solving focus.

**Engage** – Customer service mind-set internally, externally and particularly for students.

**Collaborate and Partner** – Build successful relationships, communicate effectively, influence and negotiate.

**Innovate** – Entrepreneurship, growth, continuous improvement, digital transformation.

**Lead** – Inspire direction, lead change, manage and develop people.

## OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

### **Commitment to Protecting Country:**

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

### **Commitment to Diversity and Inclusion at VU:**

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

## ORGANISATIONAL UNIT

The College of Sport, Health and Engineering (CoSHE) is comprised of six (6) Program areas, along with professional and technical support. It delivers and administers a wide range of under-graduate and post-graduate courses across several of the VU campuses. Courses are in the areas of sport, health, biomedicine, build environment and engineering. This position sits within the program area of Biomedical and Life Sciences.

## MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Work closely with the Course Chairs and unit convenor in the coordination and effective delivery of the VU food education programs, including the Cooking, Healthy Eating and Wellness (CHEW) program.
- ◆ Liaise with and recruit community organisations and partners to the VU CHEW program.
- ◆ Provide administrative support as required for the preparation of documents and/or reports related to VU CHEW, including the maintenance of food safety standards and documents.
- ◆ Maintain files, correspondence and administrative records relating to VU CHEW with ready access as required
- ◆ Coordinate the procurement of resources and services for the efficient and effective running of the VU CHEW program.
- ◆ Process requests in relation to the VU CHEW program in a timely manner and in accordance with VU systems, compliance and quality assurance policies and procedures.
- ◆ Responsible for identifying issues and contributing to/ implementing improvements in policies and procedures for the effective and efficient operations of the VU CHEW program

## TYPICAL/MAJOR CHALLENGES

- ◆ Work flexible hours based on operational needs.
- ◆ Display initiative and exercise judgement in the provision of high level administrative services
- ◆ Work independently and collaboratively as part of a team in a busy environment
- ◆ Ability to prioritise tasks and refer more complex matters or unusual issues to senior staff for advice or a decision
- ◆ Work effectively in a changing environment that calls for resourcefulness, initiative, and responsiveness to new opportunities
- ◆ Adherence to the principles of equal employment opportunities, confidentiality and privacy

## LEVEL OF SUPERVISION

- ◆ Operates under routine supervision/general direction from the Course Chairs and Head of Program and may be required to manage other administrative, technical and/or professional staff.

## PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ An understanding of the role related to University policies and procedures and how they interact with other related functions.
- ◆ A multi-discipline perspective and understanding of the VU CHEW program

- ◆ A broad knowledge of the University policies and procedures as the related to the College of Sport, Health and Engineering, and the VU CHEW program
- ◆ A well-developed knowledge and experience of MS Suite including Outlook, Word and Excel
- ◆ A good understanding of health promotion and public health nutrition education as delivered in the VU CHEW program
- ◆ An awareness of quality assurance policies and procedures, food safety and other relevant legislative and compliance requirements relating to the VU CHEW program

## KEY SELECTION CRITERIA

### Essential

1. Knowledge or Training Equivalent to: Completion of a nutrition or health-related degree without subsequent relevant work experience; or completion of an associate diploma and at least 2 years subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training
2. Demonstrated understanding of appropriate behaviours when dealing with young and vulnerable people regardless of their background or diversity of need.
3. Well-developed communication and interpersonal skills, including the ability to interact effectively with a diverse range of internal/external stakeholders in order to meet the position objectives.
4. Demonstrated ability to work flexibly, cooperatively and effectively as part of a team, together with the capability to work independently and to deliver high quality clinical administrative services.
5. Demonstrated ability in the exercise of initiative, judgement and decision making, and to organise and prioritise workload in a busy/demanding environment and complete competing work tasks within specified timeframes.
6. Have or be willing to obtain qualifications in food safety and safe food handling and demonstrate an understanding of food safety requirements and practices.
7. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including Working with Children and Police check, OH&S and Anti-Discrimination responsibilities and attend/complete relevant training.

### Desirable

1. Previous experience working in a health promotion, public health nutrition, and food and nutrition education.

## Organisational Chart