

**POSITION DESCRIPTION – Professional Staff
For levels 1 to 5**

Position Title: Wellbeing Programs Officer Level: 5
Faculty/Division: Student Experience Department: UOW Wellbeing Centre

Primary purpose of the position:

The position contributes to the coordination and provision of quality programs and initiatives that engage and enable UOW students to proactively manage their mental health and wellbeing. This is achieved through the coordination of a team of employed Wellbeing Student Leaders and volunteer Wellbeing Student Ambassadors.

The role also supports the delivery of programs and initiatives beyond the Wollongong campus, community engagement activities and collaboration with internal UOW units, and external health and wellbeing partners including NGOs and other organisations.

Position Environment:


Student Experience is a strategic priority for the University and is articulated specifically in Goal 2: Learning & the Student Experience (<http://www.uow.edu.au/content/groups/public/@web/@spq/documents/doc/uow135458.pdf>).

We are focussed on delivering improvements to the UOW Student Experience through the development of strategies based on evidence and data, implementation of inclusive programs and innovative strategies to engage, retain and support the student population. Our services, programs and resources enable co-curricular learning and student success and wellbeing through collaborative enterprise on campus and within the community.

The Student Experience portfolio includes the following student support areas: Student Life, Counselling & Disability Services, Student Support Advisors, the Wellbeing Centre, International Student Programs and the coordination of the voluntary Illawarra Committee for International Students (ICIS).

The Wellbeing Centre is part of Student Experience which provides a range of services, programs and resources that facilitate student transition into and through the University learning environment and foster engagement, wellbeing, progress and retention.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Coordinate the day to day operation of the casual UOW Wellbeing Student Leader, and Ambassador teams including: <ul style="list-style-type: none"> • recruitment and administration (eg rosters, authorities and human resources communication etc) • training, support and professional development • delivery of health and wellbeing activities across campuses • establish and build upon effective networks that support the mission of the UOW Wellbeing Centre 	40	

2. Wellbeing Program delivery including: <ul style="list-style-type: none"> • supervision and facilitation of the delivery of programs and initiatives • development and maintenance of meaningful data collection systems • regular student engagement and feedback data analysis and reporting • marketing and communications support as required 	40	
3. Assist the Wellbeing Centre Coordinator in the design, development and implementation of the UOW Wellbeing program including: <ul style="list-style-type: none"> • effective relationship management and collaboration in relation to internal and external stakeholders to ensure the delivery of quality initiatives • contribute to program planning, development and review processes • program administrative and communications support as required 	20	
4. Support the mission of the Wellbeing Centre by: <ul style="list-style-type: none"> • providing appropriate triage and referral support to students as required • liaising with centre visitors and responding to enquiries in a professional manner • contributing to the awareness and positive perceptions of stakeholders in relation to the UOW Wellbeing Centre and its programs, initiatives and mission • commitment to optimal team performance through a shared sense of purpose, clear goals, a cooperative spirit, accountability and open communication 	Ongoing	
6. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing	
7. Observe principles and practices of Equal Employment Opportunity	Ongoing	
8. Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Wellbeing Centre Coordinator

The position supervises the following positions: Casual Wellbeing Student Leaders and volunteer Wellbeing Student Ambassadors

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated leadership and teambuilding skills
- Demonstrated ability to project manage a range of projects and effectively prioritise competing demands and meet deadlines with minimal supervision
- Ability to communicate and relate to people from diverse backgrounds and at all levels within the University and the broader community
- Demonstrated ability to design, develop and deliver quality student support programs independently and in collaboration with others
- Ability to handle sensitive information and incorporate sound and rational judgment when resolving crises and issues; or providing support or referral to students who may or may not be experiencing mental illness
- Ability to develop, nurture and manage positive working relationships and deliver excellent client service with both internal and external clients

SELECTION CRITERIA - Education and Experience:

Essential:

- Tertiary qualifications in a health, social science, business, or related discipline; or previous relevant work experience
- Demonstrated experience in mentoring others and applying a strengths-based approach to team development
- Experience in data capture, analysis and reporting
- Excellent Microsoft office (Word, Outlook, Excel, PowerPoint) and statistical analysis software experience
- Experience in presenting/leading wellness coaching sessions, group classes, and other wellbeing initiatives adapted to a diverse student population

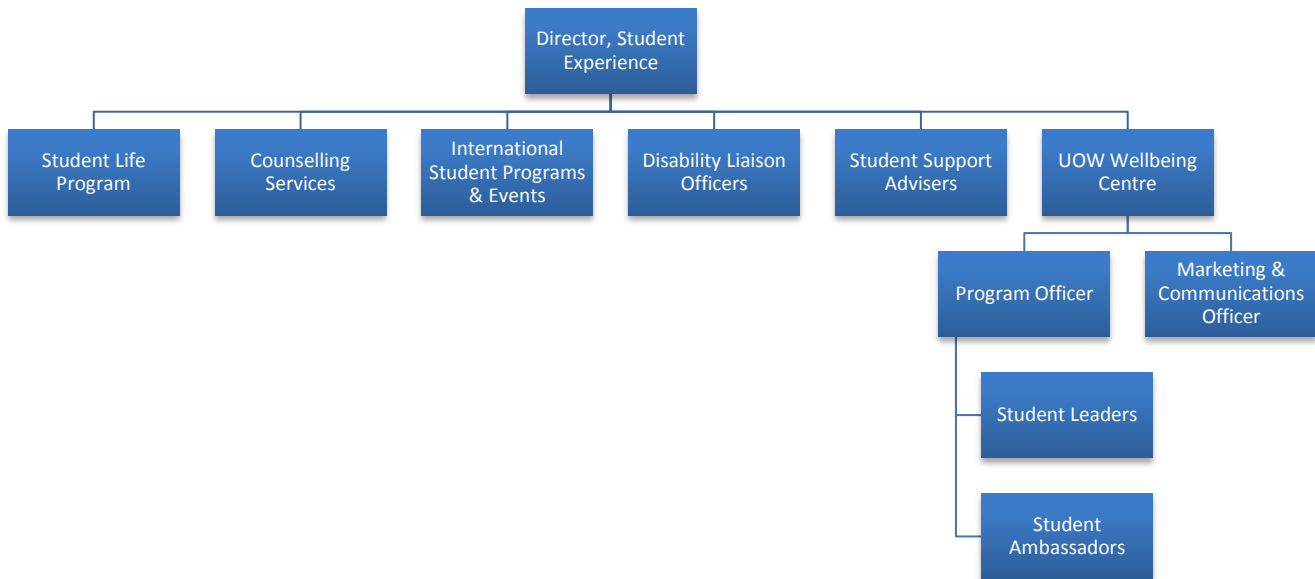
Personal Attributes:

- Highly motivated and passionate about health and wellbeing and education
- Creative approach to program development and engagement
- Proactive collaborator and behavioural change agent
- High level problem solving skills and the ability to use own initiative on a daily basis

Special Job Requirements:

The position will be based at the Wollongong campus but may operate beyond that campus as part of our multi-campus support strategy. This may result in varying work hours and occasional travel.

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____