

## POSITION DESCRIPTION

POSITION TITLE:	<b>Mental Health Wellbeing &amp; Leadership Development Officer</b>
DIVISION:	<b>City Services &amp; Living</b>
DEPARTMENT:	<b>Family Youth &amp; Children</b>
SECTION:	<b>Youth Engagement and Pathways</b>
CLASSIFICATION:	<b>Band 6</b>
LOCATION:	<b>Various Youth Centres across the Hume Municipality</b>

### POSITION OBJECTIVES:

This position reports to the Team Leader Mental Health Wellbeing and Leadership and is responsible for the development, implementation and evaluation of programs and supports framed by Connect & Thrive: A Plan for Young People in Hume 2022-2026. The position of Mental Health, Wellbeing and Leadership Development Officer is responsible for the day-to-day operations and supervision of Youth Support Officers team in designated geographical areas of Hume.

The key objectives of the position are:

- To guide and implement the operational functions of the youth facilities and Youth Support Team including overseeing centre and program specific budgets.
- To lead, support and motivate a team of Youth Support Officers creating an environment where staff can thrive and will deliver positive outcomes for children, young people, families and the community.
- To develop, deliver and evaluate mental health, wellbeing, and leadership programs in partnership with schools and service providers that respond to the identified needs of children and young people delivered at youth centres and place-based locations.

### KEY RESPONSIBILITIES AND DUTIES:

#### 1. Mental Health, Wellbeing and Leadership Programs and Supports

- Plan, develop and deliver programs and supports in regional areas across Hume that align to goals and actions identified in the Connect & Thrive: A Plan for Young People in Hume 2022 – 2026.
- Supervise and guide a team of Youth Support Officers to plan, deliver and evaluate mental health, wellbeing and leadership services and programs for children and young people predominantly aged 6 to 18 years delivered at youth centres and at place-based locations.
- Contribute to the development of a high-performance culture, promoting professional development and quality service delivery.
- Work as a member of the Youth Engagement & Pathways Unit, support the Leadership Team of the Family, Youth and Children's Services Department, and assist in the implementation of change management processes.
- Work with Team Leader Mental Health Wellbeing and Leadership to identify and minimise operational risks associated with youth facilities and service operations.

- Develop and maintain partnerships with schools, service providers and sector stakeholders relating to services and facilities that support children, young people and their families.
- Monitor and evaluate programs and services to ensure that they meet the expectations, needs and aspirations of children, young people, their families and Council.
- Work with other staff across the Unit to share information, develop collaborations, and deliver integrated partnership programs across geographic areas, that meet identified needs of children, young people, families and the sector.
- Attend and contribute to networks and identify and respond strategically to local needs through program planning and delivery.

## 2. Facility Activation and Management

- Work with Team Leader Mental Health Wellbeing and Leadership to plan and deliver the activation of the Council's Youth Facilities and place-based locations.
- Manage the operations of the facilities including lease and licence agreements, maintenance, capital works for the youth centres.
- Work with Team Leader Mental Health Wellbeing and Leadership to develop budgets and ensure that facility and program expenditure does not exceed these budgets.
- Collaborate with young people, families, the youth sector and community agencies to activate and program Council's youth centres.

## 3. Administration and Financial Management

- Accurately record and report client and program data relating to Youth Engagement & Pathways Programs.
- Contribute to the production of written information (communication reports and policies) and financial data (budgets, progress reports) for procedural reporting, planning, decision making and monitoring purposes.

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<b>ORGANISATIONAL RELATIONSHIPS:</b>	
Reports to:	Team Leader Mental Health Wellbeing and Leadership
Supervises:	Youth Support Officers Students, and work placements and may supervise external suppliers and contractors.
Internal Contacts:	Council Departments
External Contacts:	Children, young people, families and community stakeholders Schools, service providers and community agencies Local, regional and state Youth, Education, Health Agencies. Relevant Local, State & Federal Government Departments. Funding Bodies

## ORGANISATIONAL CONTEXT

### VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

### MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

### OUR VALUES

At Hume City Council, our Values underpin everything that we do.



**We're better, every day**

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



**We're in it together**

At Hume, everyone matters. We welcome and include all.  
Respect and safety are expected.



**We show up**

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



**All for Hume**

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

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## WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

## RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

## STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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## SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

## ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

## ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

## HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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<b>POLICE CHECK:</b> The incumbent must have and maintain a current Police Check	
<b>WORKING WITH CHILDREN CHECK:</b> The incumbent must have and maintain a current Working with Children Check	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>PRE-EMPLOYMENT MEDICAL CHECK</b> <ul style="list-style-type: none"> <li>The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug &amp; alcohol test. May also include cognitive assessment.)</li> <li>The incumbent must undergo a Pre-Employment Audio Test</li> </ul>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>PSYCHOMETRIC ASSESSMENT</b> The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>OTHER DUTIES</b> Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- This role is accountable for overseeing the effective use of resources at the program level, including staffing, program budget, facilities and service delivery across multiple Council and community sites.
- This role provides specialist advice on youth related matters to the organisation and Council.

## JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Contributing to the development, monitoring and delivery of program outcomes in accordance with Council policies, guidelines, budgets and delegations.
- Contributing to the development of suitable policies, procedures and documentation to achieve satisfactory outcomes for service performance and position objectives.
- Guidance and advice is usually available from the Team Leader or Coordinator.

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## **SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

- Demonstrated knowledge and understanding of current issues and trends for children and young people, and the sector on a local and state-wide basis.
- Recent relevant experience in the design, implementation and evaluation of youth programs or other related activities, with a focus on fostering effective organisational partnerships and engagement with young people and their families, particularly those from isolated and marginalised communities.
- Computer literacy and experience with relevant software including Microsoft packages Word, Excel, Power Point.
- Skills in financial management including monitoring and program budget development in consultation with Team Leader.

## **MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

- Proven ability in driving outcomes, quality, continuous improvement, and staff performance, with a focus on effective leadership in implementing personnel practices including those related to equal employment opportunity and occupational health and safety.
- Provision of accurate and timely strategic advice and support to Team Leader Mental Health Wellbeing and Leadership, and the Coordinator Youth Engagement & Pathways and staff.
- Ability to work independently and as an effective team member.
- Skill in the management of time, setting priorities, planning and organising one's own work as well as guiding others to manage own workloads to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timeframe.

## **INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

- Ability to communicate effectively with the ability to gain co-operation and assistance from Government departments, service providers, Council staff, young people and their families.
- Well-developed written communication skills and the ability to accurately document youth programs and report upon performance and outcomes to Council, funding bodies or other stakeholders.
- Proven ability to motivate, supervise and develop staff and to manage behaviour and positive change in the workplace.
- Ability to deal with conflict and resolve problems
- Ability to identify stakeholder/customer needs and expectations, decide the appropriate action and recommend a response accordingly.
- Evidence of highly developed skills relating to working with young people and an understanding of the issues that impact young people and their connection to family and community.
- Ability to act with sensitivity and respect with a broad range of people from diverse backgrounds.

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## QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in youth work, social work or community development with experience working with young people or formal qualifications in a related field with substantial relevant experience.
- Demonstrated ability to supervise and support a team, contributing to an environment that promotes high performance.
- Demonstrated experience in the effective and efficient management of resources including financial and staffing.
- Demonstrated experience in developing collaborative relationships with stakeholders to deliver effective program outcomes.
- Well-developed organisation, project management and time management skills with the ability to implement EEO, OH&S training and development.
- Current National Police Check and Working with Children Check
- First Aid Certificate.
- Current driver's licence.

## TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippery conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

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Manager People & Culture  
**Author:** Manager People & Culture

**Approval Date:** April 2025  
**Review Date:** April 2026



## VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

## AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

## SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Tertiary qualifications in youth work, social work or community development with experience working with young people or formal qualifications in a related field with substantial relevant experience.
2. Experience in developing and delivering programs and initiatives for children and young people that respond to identified needs.
3. Effective staff leadership with an emphasis on outcomes, quality, continuous improvement, staff development and building a culture of high performance.
4. Excellent written and verbal communication skills, including a proven ability to prepare reports, submissions, presentations and correspondence to influence and persuade.
5. Proven ability to supervise and support staff and to manage behaviour and positive change in work practice.
6. Excellent organisational and project management skills with the ability to manage competing priorities.
7. Demonstrated understanding of financial management techniques.
8. Current National Police Check and Working with Children Check.