

POSITION DESCRIPTION

POSITION TITLE:	Team Leader MCH – Sleep-Settling
DIVISION:	City Service & Living
DEPARTMENT:	Family Youth & Children
SECTION:	Maternal Child Health
CLASSIFICATION:	MCH Team Leader

The Sleep and Settling Team Leader plays a pivotal role in supporting Victorian families with children from birth to school age, addressing common sleep and settling concerns through a family-centred, evidence-informed approach. This leadership position oversees the implementation of the Victorian Government's Sleep and Settling Model of Care, ensuring integration within the universal MCH program and alignment with the MCH Service Guidelines and Standards.

POSITION OBJECTIVES:

The key objectives of the position are:

- Leading the implementation and evaluation of key Maternal and Child Health initiatives and practice changes including Sleep and Settling services for families of Hume City, in response to a commitment by the Victorian Government to implement the Sleep and Settling Initiative.
- The position provides leadership to all members of the MCH Team to provide optimal family centred primary health care for caregivers and their children from birth to 6 years to maximise their health, development and educational outcomes.
- This position is responsible for supporting the coordination, partnerships, planning, development and financial management of Maternal Child Health services within the Municipality.

KEY RESPONSIBILITIES AND DUTIES:

1. Operational Responsibilities:

- Lead the implementation and evaluation of key Maternal and Child Health initiatives and practice changes including the Sleep and Settling services for families of Hume City, in response to a commitment by the Victorian Government to implement the Sleep and Settling Initiative.
- Monitor performance of Maternal Child Services against internal and external service targets and lead inclusive processes to implement strategies to ensure targets are achieved.
- Contribute to the review and maintenance of guidelines and procedures to ensure consistent service provision, practice and quality of care.
- Lead and coordinate day to day operations of Maternal Child Health and Enhanced Maternal Child Health Services ensuring practices are consistent with Council and Government policies, Program Standards and accepted professional best practice.
- Ensure an adequate workforce is maintained to meet the needs of clients, including where staff are on leave, attending education and training or meetings.

2. Leadership:

- Provide effective leadership and foster a positive workplace culture where staff report feeling engaged, empowered, supported and encouraged to think and act creatively in supporting the community and delivering Hume City Council's services.
- In collaboration with Coordinator Maternal Child Health Services, recruit and orientate appropriately skilled and experienced staff whose behaviours are consistent with Hume Values, Culture and Staff Code of Conduct ensuring staff are developed and coached to achieve their potential.
- Provide positive role modelling demonstrating day to day practice and behaviours consistent with Hume Values, Culture and Staff Code of Conduct.
- Lead and support direct reports creating an environment that promotes professional development and identifies succession planning opportunities for staff.

3. Financial Management:

- Participate in monitoring and reviewing approved budgets and implement agreed initiatives and strategies to address budget variances in collaboration with the Coordinator Maternal Child Health.

4. Planning and Development

- Contribute to and participate in research, surveys, benchmarking to direct and plan for future service requirements.
- Participate in the development, implementation and evaluation of flexible service models that adapt to community needs.

5. Teamwork and Collaboration:

- Actively and positively promote processes and systems which ensure

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effective teamwork and communication.

6. Ongoing Learning and Growth:

- Actively pursue own professional development.
- Stay abreast of current information affecting broad service provision through reading and networking.
- Actively foster a learning environment and contribute to regular learning opportunities for colleagues.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Maternal & Child Health
Supervises:	Maternal & Child Health Nurses Enhanced Maternal & Child Health Nurses Enhanced Parent Support Workers
Internal Contacts:	Council Staff
External Contacts:	Department of Education and Training Department of Health and Human Services Municipal Association Victoria Maternal and Child Health Regional and State-wide Services Allied Health Professionals Medical Professionals Hospital and Community Agencies Early Years-Service Professionals and Services Other Professionals as required

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.

	<p style="text-align: center;">We're better, every day</p> <p>We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p style="text-align: center;">We're in it together</p> <p>At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p style="text-align: center;">We show up</p> <p>We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p style="text-align: center;">All for Hume</p> <p>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.</p>

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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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POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PRE-EMPLOYMENT MEDICAL CHECK <ul style="list-style-type: none"> The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) The incumbent must undergo a Pre-Employment Audio Test 	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PSYCHOMETRIC ASSESSMENT 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
OTHER DUTIES 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.
- The operation of Maternal Child Health Services and the successful achievements of its objectives and targets in conjunction with the Coordinator of Maternal Child Health.
- The Maternal Child Health Service meeting the Department of Education and Training Program Standards.
- Ensuring that the Maternal Child Health Coordinator is informed about any issues or concerns about all aspects of the Service.
- Representing Council on any key responsibility areas with the approval of the Maternal Child Health Coordinator.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Making decisions on matters relating to the daily operation of the Maternal Child Health program.

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- Ensuring that policies, plans and procedures are developed and implemented for all aspects of the Service.
- Resolving complex problems and issues and to make prompt and appropriate decisions within the scope of the key responsibilities of the position.
- Providing accurate and timely advice and support to management and staff relating to Maternal Child Health Services.
- Making clear, precise, accurate and evidence-based decisions.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Demonstrated ability and experience in Maternal Child Health.
- Demonstrated ability and experience in monitoring budgets.
- Computer proficiency with an extensive working knowledge of generic and specific software applications including Microsoft Office and Child Development Information System (CDIS).
- Demonstrated knowledge of Department of Education and Training Program Standards.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated ability to supervise staff.
- Demonstrated ability to lead and motivate teams and to participate as a team member.
- Proven ability in time management, priority setting, planning and organising own work and monitoring the workload of Maternal Child Health staff.
- Demonstrated understanding of the key issues affecting planning and service delivery in Maternal Child Health Service.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Demonstrated ability to communicate effectively and gain assistance from key areas within the organization.
- Demonstrated ability to provide advice and recommend course of action to management.
- Demonstrated ability to effectively communicate with staff and families with particular emphasis on issue resolution.
- Demonstrated high level of written and oral communication skills.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Registration with the Australian Health Practitioner Regulation Agency as a Nurse and Midwife.
- Tertiary qualifications in a recognised Maternal Child Health qualification.
- Recent experience as a practicing Maternal Child Health Nurse are required for the position.
- Previous and proven experience in management.
- Previous and proven experience in change implantation and project management.
- Current driver's licence.

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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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using hand tools – vibration/powerful	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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/slippy 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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): XXXX				

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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:
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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. Registration with the Australian Health Practitioner Regulation Agency as a Nurse and Midwife.
2. Tertiary qualifications in a recognised Maternal Child Health qualification.
3. Demonstrated recent Maternal and Child Health experience and an understanding of the key issues affecting planning and service delivery in Maternal and Child Health.
4. Demonstrated ability to plan, implement and coordinate delivery of Maternal and Child Health Programs.
5. Demonstrated management skills, including a high degree of motivation and initiative and an ability to meet task deadlines.
6. Demonstrated leadership ability, well developed interpersonal skills and staff supervision.
7. Demonstrated computer proficiency with an emphasis on MS Word and specific software applications including CDIS.
8. Current Driver's licence and availability of a roadworthy car during working hours.
9. Current Victorian Police Check and Working with Children check.
10. Demonstrated understanding of budgets.
11. A relevant post graduate qualification would also be viewed favourably.

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