

POSITION DESCRIPTION

POSITION TITLE:	Team Leader Youth Engagement
DIVISION:	Community Services
DEPARTMENT:	Family Youth and Children's Services
SECTION:	Youth Engagement & Pathways
CLASSIFICATION:	Band 7

POSITION OBJECTIVES:

This position reports to the Coordinator Youth Engagement and Pathways and is responsible for the development, implementation and evaluation of the strategic directions outlined in the Hume 0-24 Framework.

The position objectives are:

- To lead and manage the Youth Engagement Team to ensure that children and young people predominantly aged 6 to 18 years are actively engaged and connected; and have opportunities to enhance their mental health, well-being and leadership.
- Develop and build active partnerships with internal and external stakeholders to deliver services and programs that are evidence informed and respond to the identified needs of children, young people and families across the municipality.
- Oversee the development and implementation of highly effective systems and processes that enable youth services to be managed in a responsive manner, with a focus on innovation, efficiency and client outcomes
- Work in collaboration with the Team Leader Pathways and actively contribute to the Youth Engagement and Pathway Leadership Team.

KEY RESPONSIBILITIES AND DUTIES:

The key objectives of the position are:

1. Youth Engagement

- Lead and manage the Youth Engagement Team, build positive team culture and support change management processes.
- Lead the development, implementation and evaluation of evidenced informed programs that support the engagement, mental health, wellbeing and leadership of children and young people aged 6 to 18 years.
- Manage the development and coordination of youth-led issue, advocacy and leadership programs and committees that increase the community and civic participation of young people. such as the Youth Action Committee, FreeZa and Annual Youth Summits.
- Drive partnerships with schools to provide opportunities to recognise and celebrate the educational achievement of children and young people in Hume.

- Be responsible for the collection and collation of data to inform service planning and delivery and inform direction of the Youth Engagement Team
- Ensure that all offerings are evaluated and feedback is tracked to ensure that the Unit is responsive and flexible to meet emerging needs.
- Manage strategic and operational risks associated with youth service and program operations.
- In partnership with other council areas and internal stakeholders, provide responsive outreach services and programs for children, young people and families in growth corridor areas.
- Work with Leadership Team to embed process and program evaluation across the Unit including developing evaluation frameworks, methodologies and tools, and building the capacity of staff to undertake program evaluations.

2. Family, School and Sector Support

- Drive the strategic development of supports for families with children transitioning from primary to secondary school to ensure active engagement with their peers, school and community.
- Deliver activities that provide opportunities for parents and their children to come together, strengthen their relationship and build their capacity.
- In partnership with Maternal Child Health and Early Years, lead the support, information and referral programs for young parents in Hume.
- Drive the coordination of annual training and support opportunities for families, and youth and community sector.
- Develop and maintain active and productive relationships with primary and secondary schools to ensure that Council is seen as a key resource and point of contact, and they are supported to develop and deliver prevention and early intervention programs that respond to issues in relation to mental health, safety, social connection, and leadership.
- Drive partnerships with schools to provide opportunities to recognise and celebrate the educational achievement of children and young people in Hume

3. Coordination and Strategic Partnerships

- Provide leadership and advice at a local level in identifying and responding to issues that impact children, young people and families.
- Work strategically with internal council areas, youth peaks, schools, key agencies and service providers to ensure that services and programs are developed in partnership and are responsive to the current and emerging needs of children, young people and families.
- Provide high level recommendations to drive strategic planning and engagement with schools, youth service providers and community agencies. • Work collaboratively with Early Years Operations and Inclusion & Service Planning to ensure an integrated and seamless approach to service design and delivery.

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- Assist the Coordinator Youth Engagement and Pathways as required with strategic policy development in relation to the operation and delivery of services.

4. Facility Activation and Management.

- Oversee the management of lease and licence agreements and bookings for the youth centres.
- Collaborate with young people, families, the youth sector and community agencies to drive the activation and programming of Council's youth centres.

5. Administration and Financial Management

- Prepare reports, memos, and responses for consideration by the Coordinator Youth Engagement and Pathways, Department Manager, Executive and/or Council in relation to family, youth and children's issues, services and needs.
- Oversee the development, monitoring and delivery of financial outcomes associated with operational and capital budgets for the Mental Health, Wellbeing and Leadership Team.

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Youth Engagement & Pathways
Supervises:	2 x Regional Leader Youth Engagement and Middle Years & Transitions Officer
Internal Contacts:	Council Departments
External Contacts:	Children, young people and families Primary and secondary schools Community agencies and service providers Early years services, kindergartens, playgroups Recreation centres and libraries

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.



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Værittogether

At Hume everyone matters. Vævæone and individual.
Respect and safety are expected



Væshowup

Vænpower and trust dhe sandvinnur vök. Væriset to the
challenges and are expected to do what ves, vevill.



All for Hume

Væstrive to achieve our best for the Hume Community. Væare
proud and passionate about working towards better outcomes and
expect that they are at the centre of everything vœð

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	☒ YES ☐ NO
PRE-EMPLOYMENT MEDICAL CHECK - 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	☒ YES ☐ NO ☐ YES ☒ 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.
- This role is accountable for the effective management of all associated resources including staffing, program budget, facilities and service delivery across the youth facilities, and the Mental Health, Wellbeing and Leadership Team.
- This role provides advice on youth services to the organisation and Council ensuring that appropriate stakeholders are advised of State and Federal policy, and that services delivered locally are aligned and positioned to optimise outcomes.
- Development of policy, preparation of reports (including Council reports) providing context on Federal and State policy and to advocate for services (e.g. in growth areas).
- The role is required to implement the key actions from the Hume 0-24 Framework providing regular reports on key outcomes and measures.
- The role has the authority to develop and enhance partnerships and networks across the municipality and with other relevant stakeholders.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- The development and close monitoring and delivery of financial outcomes and service agreements associated with Annual Budgets and Funding and Services Agreements.
- The interpretation of information and development of suitable procedures to achieve satisfactory outcomes for service performance and position objectives.

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- Decisions and problem solving may be of a complex nature.
- The provision of professional advice and decision making based on area of expertise and experience to ensure that problems and issues.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Significant knowledge and understanding of current issues and trends in relation to children, young people and families on a local and state-wide basis, including services and funding mechanisms.
- Demonstrated understanding of the Victorian Child Safe Standards and their application in policy and program applications across the Mental Health, Wellbeing & Leadership Team.
- High -level analytical and investigative skills including ability to translate and communicate this information to a wide range of stakeholders.
- An understanding of the long-term goals of Council, its values and aspirations and the legal and political context it works including a high degree of political acumen.
- Significant relevant experience in the design, implementation and evaluation of programs or other related activities for children, young people and families including through effective organisational partnerships and engagement particularly from vulnerable communities.
- Sound knowledge and capacity for effective financial management including budget development and financial analysis.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Significant experience in leading and managing teams with an emphasis on outcomes, quality, continuous improvement, staff motivation and development, and high team and individual performance.
- Demonstrated ability to lead and implement change.
- Highly developed skills in effectively and accurately administering and managing financial operations.
- Experience in providing accurate and timely strategic advice and support to management and staff.
- Ability to work independently and as an effective team member.
- Proven project management skills with the ability to manage time, set priorities, plan and organise work in an environment of conflicting and changing demands.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

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- Excellent written and verbal communication skills, including an ability to prepare reports, submissions, presentations and correspondence to inform, influence and persuade.
- Demonstrated experience motivating and developing staff, and managing behaviour and positive change in organisation culture and work practice.
- Demonstrated ability to build and maintain effective working relationships all other partners, Council departments, professional bodies and external stakeholders.
- Experience dealing with conflict and resolving organisational problems by presenting a positive Council image.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- A tertiary qualification in Social Science, Social Work, Youth Work or a similar field, along with minimum of 5 years experience in the youth/community sector and knowledge of the relevant Acts, Regulations and Government Policies relating to Youth and Middle Years Services.
- Extensive understanding and knowledge of the issues and needs of children, young people and families, and advocate to local, State and Federal government.
- Self-motivated with the ability to use initiative, maintain professionalism, integrity and confidentiality.
- Ability to build effective stakeholder partnerships to enhance outcomes for children, young people and families.
- Ability to adapt to changing needs of the environment.
- 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	☐	☐	☐	☒
– below 10kgs	☐	☐	☒	☐
Manual handling frequency	☐	☐	☐	☒
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powered	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☒	☐
Wearing hearing protection	☐	☐	☐	☒
Wearing eye protection	☐	☐	☐	☒
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☐	☒
Wearing other relevant PPE	☐	☐	☐	☒

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Working in dusty conditions	☐	☐	☐	☒
Working in wet/slippy conditions	☐	☐	☐	☒
Working with chemicals/solvents/detergents	☐	☐	☐	☒
Washing hands with soap (hygiene)	☐	☐	☐	☒
Working at heights	☐	☐	☐	☒
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☐	☒	☐	☐
Working on a keyboard	☒	☐	☐	☐
Driving cars and/or trucks	☐	☐	☒	☐
Other (please specify)	☐	☐	☐	☐
Other special features (e.g. nature of chemicals, travelling requirements etc):				

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.

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 qualification in Social Science, Social Work, Youth Work or a similar field, along with minimum of 5 years experience in the youth/community sector and knowledge of the relevant Acts, Regulations and Government Policies relating to Youth and Middle Years Services.
2. Demonstrated experience in leading and managing staff to develop and deliver responsive, evidence- informed services and programs for children, young people and their families particularly within a dynamic and/or changing environment.
3. Highly knowledgeable about needs of children, young people and families, schools and the youth sector, and experience in advocating on behalf of these needs and developing collaborative stakeholder relationships.
4. Knowledge and experience in appropriate interventions and practice approaches required to support children, young people and their families in relation to engagement, mental health, wellbeing and leadership and clear understanding of the requirements/elements of appropriate outreach support.
5. Extensive experience in developing, implementing and evaluating services and programs for children (6-12), young people (12-24) and families that are responsive, accessible and evidence informed.
6. Thorough understanding of Community Development, Strengths-based, Family-Centred, Youth Participation and/or Trauma-Informed frameworks.
7. Experience in strategic thinking, and ability to analyse complex situations, develop creative service and program solutions and achieve outcomes.
8. Excellent communication, project management and time management skills

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9. Experience in managing budgets and financial processes, preferably in a local government context.
10. Current Victorian Police Check and Working with Children Check.