

Position Description: **Youth Development Team Leader**

POSITION DETAILS

Position grade	Grade 13		
Position type	Permanent, full-time		
Reports to	Senior Coordinator Children and Youth Development		
Directorate	Community and Culture		
Job function group	Professional		
Staff reporting responsibilities	Yes	Budget responsibility	Yes

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions, and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

Reporting directly to the Senior Coordinator Children and Youth Development, this position is responsible for overseeing a multi-disciplinary, community focused team and will be held accountable for the successful delivery of key strategies, projects, and programs across the following functions:

- Delivery and evaluation of the Cumberland Youth Strategy
- Youth programs, projects, partnerships, and initiatives
- Enhance professional and partnership development of the Youth sector within Cumberland and improve service delivery coordination across LGA.
- Ensuring youth-led, participatory engagement and community development principles are utilized and embedded. Implementing the youth participation framework including in Council planning and decision-making processes.

This position will form key relationships with the Senior Coordinator Children and Youth Development, other sections within the Community and Culture Directorate, Council staff, members of the public, community organisations, government agencies, other relevant professionals within the sector, employees of other Councils and customers.

QUALIFICATIONS AND EXPERIENCE

Essential

- Tertiary qualification in youth work, community development, social science or a related field.
- Substantial experience in leading a team of varying skillsets, using a variety of coaching and mentoring techniques.
- Demonstrated project management skills, including sound knowledge and experience in planning, implementation and evaluation, and experience in managing a diverse range of tasks with competing priorities and changing deadlines.
- Demonstrated experience delivering targeted actions producing successful outputs and outcomes for young people as part of a large action plan or strategy.
- Demonstrated understanding of the youth sector and the needs, issues and legislation relating to young people 12 to 25 years.
- Highly developed organisational and time management skills, including strong ability to manage competing priorities and deadlines.
- Sound knowledge and experience in financial and budget management.
- Experience in continuous improvement and in developing and delivering clear strategy to transform a business/team/function.
- Considerable experience in leading change within a team including implementing reforms, new direction, and new structure.
- Exceptional interpersonal and communication (written and oral) skills and the ability to communicate with a range of stakeholders.
- Ability to manage revenue and expenditure and understanding of funding applications, management, and acquittal.
- Ability to develop, deliver and implement policy and procedure through the analysis of current research and knowledge
- Current Class C Drivers Licence
- Valid Working with Children's Clearance
- Current HLTAID012 Provide First Aid in an Educational Setting, including asthma and anaphylaxis

Desirable

- Experience in working in local government

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Drivers licence check (completed upon commencement and in line with Council's annual drivers licence check)
- ☐ Working with Children Check
- ☐ Criminal record check

DUTIES AND RESPONSIBILITIES

Key focus areas of the role include:



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- Developing and implementing continuous improvement and leading a team to deliver on organisation goals
- Planning, managing, and evaluating the delivery of initiatives, partnerships, programs, and projects to meet the needs of young people (12-25 years) within the Cumberland LGA aligned with the Cumberland Youth Strategy, Council policies and objectives, funding agreements and relevant legislation.
- Operating collaboratively across service areas within Council to improve youth participation, risk management and child protection.
- Developing a high performance and collaborative team culture focused on delivering relevant strategies, KPI's and commitments.
- Overseeing training, framework and guideline development and implementation in relation to Council's work with young people.
- Leading in sector development for services working with youth in Cumberland
- Ensuring compliance with all legislative requirements relevant to youth.

This role is a 'hands on' role with staff management responsibilities and requires a strong ability to work autonomously and manage competing priorities. Due to the nature of the role, some evening, weekend and public holiday work will be required.

Leadership

- Oversee and supervise the Team including completing required rostering, timesheet, staff management, professional development and performance management and review.
Oversee and support a formal Council youth advisory and youth-led group to provide meaningful opportunities for young people to engage with and influence Council decision making processes and steer the implementation of the Cumberland Youth Strategy.
- Maintain knowledge and awareness of youth related data, policy, research and best practice to inform local implementation.
- Work collaboratively across Council to oversee the development, delivery, and evaluation of high quality plans, programs and initiatives for youth in support of Council's objectives.
- Develop and implement action plans, strategies and frameworks which are consistent with Council directions and the identified needs of young people in Cumberland.
- Work consistently within the framework of Council's vision, values and behaviours.
- Exercise sound judgement and provide guidance in dealing with complex and sensitive child protection, youth related and ethical issues.
- Support the development and implementation of strategies to further enhance and achieve the efficient and effective provision of youth actions covering the spectrum of need for young people from 12-25 years and their families.
- Support the development and implementation of internal and external partnerships aimed at enhancing service outcomes with relevant teams, services and oversight organisations.
- Contribute to planning and setting the direction including overall vision, values and goals and facilitate (strategic and business) planning across Children, Youth and Families including contributing to business plans and developing individual work plans, consistent with the Community Strategic Plan.



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- Undertake reviews, quality improvement initiatives and implement efficiencies where tasks, outputs or performance are not to a high standard within the Youth Team.

Youth Operations

Oversee the implementation, evaluation and reporting relating to the Cumberland Youth Strategy with a focus on:

- Work towards improving the quality of services and meet needs of young people in Cumberland.
- Working with young people and services to support the development of engaged and invested Cumberland citizens by providing opportunities to participate in activities and programs in the community and increase community connection.
- Supporting young people reach their full potential and engage in healthy lifestyles.
- Oversee the high-quality delivery of strategies, projects, and programs for youth. This includes directly delivering programs and events to young people, families and relevant services.
- Develop, implement, and evaluate the Youth Strategy, including outcomes measuring and monitoring.
- Maintain and review data and program documentation including, but not limited to, contributing to maintenance of records, budgets, funding agreements and reports, data collection and other administrative duties as required by each action under the umbrella of children.
- Establish and maintain effective consultation and communication with young people as well as other stakeholders.
- Assist in developing and managing strategic partnerships and relationships that relate to youth deliverables and outcomes.

Staff supervision

Lead, develop, and support staff within the Youth team on an ongoing basis to ensure:

- That work is undertaken within and according to established work plans and corporate objectives are effectively and efficiently achieved.
- Staff are provided with professional development opportunities and keep up to date with developments in youth practices, theories, and models to ensure Council's approach is based on best practice.
- A high level of collaboration and cooperation is achieved within the service area and with other service areas across Council.
- Performance management and continuous improvement is undertaken, including feedback, performance reviews and rewards.

Reporting

- Reporting directly to the Senior Coordinator Children and Youth Development.
- Responsibility for the coordination of the Youth Team and delivering high quality programs, initiatives, strategies, and effective outputs for Council.
- Provide timely and systematic advice and reporting to the Senior Coordinator Children and Youth Development on all aspects of the Team.
- Complete accurate and timely reporting on a monthly, quarterly, and yearly basis.



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- Contribute to actions and targets in the Operational Plan and Business Unit Plan.
- Oversee the tracking and reporting of the Cumberland Youth Strategy delivery.

Financial Management

- Facilitate the procurement of goods and services in consultation with the Team and in line with procurement guidelines.
- Manage and be accountable for the Team's budget.
- Manage budget planning to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations and accurate and timely reporting of budget performance.
- Actively seek funding, complete funding applications, and effectively administer the acquittal of funds to support the actions required for this position.

Accountabilities & Other Duties

- Oversee the measurement of outcomes and monitor specific initiatives, projects and programs undertaken including reporting on KPIs and statistics.
- Oversee the organisation and facilitation of relevant groups, committees and meetings.
- Lead the Team in exercising sound judgement in dealings with complex and sensitive child protection and youth related issues including following relevant Council policies, guidelines and procedures.
- Maintain and implement a risk management approach in work amongst the Youth Team particularly in work with young people consistent with Council's frameworks, policies, and procedures.

YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions, and associated system tools in their relevant work area.
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure.
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure.
- Comply with the *Work Health and Safety Regulations 2017* and undergo health monitoring, in accordance with Council's Health Monitoring Procedure.
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.



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Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud and Corruption Control Plan and Policy.
- Follow and implement any risk-based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails, and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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