

Position Description

POSITION TITLE	Team Leader, Youth and Community Safety
POSITION NUMBER	104330
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 5
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Youth and Communities
LOCATION/S	Anmatjere / Atitjere / Engawala / Yuelamu / Laramba / Nyirripi / Yuendumu / Lajamanu / Willowra
SUPERVISOR	Senior Coordinator, Youth and Communities
POSITIONS SUPERVISED	This position has 1-5 direct reports plus casuals as required

PRIMARY OBJECTIVE

The Team Leader, Youth and Community Safety is responsible for Youth, Sports & Recreation (YSR) and Community Safety Patrol programs (CSP) in community in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Work closely with the Regional Manager, Senior Coordinators and community stakeholders to implement effective YSR and CSP programs across multiple communities.
2. Manage the day-to-day operation and service delivery of YSR and CSP programs in community, including the facilitation of evening and weekend sessions.
3. Supervise and build the capacity of the YSR and CSP Officers to deliver effective YSR and CSP programs in the community, including the management of rosters, recruitment of officers, training and day-to-day performance management.
4. Ensure regular inspections are undertaken of Council's facilities and assets and maintenance requests are logged in a timely manner to ensure they are maintained to the required Council standard.
5. Provide accurate and timely program reports to senior management, including operational, service delivery, WHS reports and reports on any HR and payroll issues.
6. Be responsive to the needs of the community in the delivery of YSR and CSP programs by liaising with community stakeholders to understand requirements and cultural considerations, ensuring flexibility in program delivery.
7. Coordinate the purchase of goods and equipment within the approved budget.
8. Be engaged in an effective and proactive health, safety and wellbeing culture.
9. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Certificate IV in a related discipline and/or extensive knowledge and skills gained through on-the-job training
2. Demonstrated experience in the delivery of community services.
3. Demonstrated ability to develop and maintain positive working relationships with internal and external stakeholders in complex cultural settings.
4. Demonstrated time management and prioritising skills to manage employees and service delivery over multiple sites.
5. Demonstrated ability to coordinate materials and resources within approved budgets.
6. Sound knowledge of Work Health and Safety requirements with the ability to manage WHS in a complex environment.
7. Demonstrated literacy, numeracy and computer keyboard skills specifically in the use of emails and calendars.
8. A passion for working with Aboriginal employees and clients in a remote location.
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Current Class C Licence and willingness to travel to and stay in remote communities for up to a week at a time.
11. Awareness of, and willingness to work regularly on weekends and week nights.
12. Ochre Card.

Desirable

1. Previous experience working in a leadership role