

Position Description

Position Title:	Team Leader Children's Services Partnerships
Business Unit:	Children's Services
Department:	Community Wellbeing
Directorate:	Community Services
Classification:	Band 7
Date:	June 2021
Reports to:	Coordinator Children's Services
Supervises:	Community Engagement Officers (IAHP- New Directions Project) MCH Nurse (IAHP-New Directions Project) Community Engagement Officer (CALD Kindergarten Project)
Internal Liaison:	All Council Departments
External Liaison:	A broad range of community and government stakeholders, businesses, agencies and services providers inclusive of: <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander (ATSI) families • Dandenong and District Aborigines Co-operative • First Peoples Health and Wellbeing • Monash, Bunurong and Peninsula Health Services • Casey and Frankston LGA's • Koori Maternity Services • Medical practitioners • Hospitals and community agencies • Department of Health • Department of Social Services • Department of Education and Training (DET) • Child and Family Partnership • Regional Best Start Partnerships • Local Aboriginal Land Councils • VACCA

1. Position Objectives

The primary objectives of the position are to:

- Lead the development, design and implementation of high quality evidenced based programs, to improve community participation in ante-natal and post-natal care, maternal and child health, immunisation and kindergarten, through the IAHP- New Directions and CALD Kindergarten Projects.
- Maintain and build relationships with local and regional Aboriginal and Cultural and Linguistic Diverse community groups, organisations and service providers in supporting education and primary health care outcomes for Aboriginal and Torres Strait Islander (ATSI) and Cultural and Linguistic Diverse (CALD) families.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but is not limited to:

Community Development and Advocacy

- Proactively build relationships and partnerships with all levels of government, Aboriginal lead organisations, primary health care and education providers to maximise opportunities for the families and children.
- Provide high level and well researched consultancy, guidance and evidenced based advice on current trends, primary health care and early childhood education issues.
- Develop, coordinate and implement the IAHP- New Directions Project and CALD Kindergarten Project action plans.
- Work within the key challenges of a rapidly changing environment, limited funding availability, managing internal and external expectations, balancing financial, social and political imperatives.

- Represent the Team in forums, working groups, committees and peak bodies.
- Draft high-quality reports and briefing papers for Council and management.
- Prepare submissions and applications for funding, awards and contribute to national and state-wide policy platforms.
- Contribute to the development and facilitation of the Children's Plan and policy development.

Operational and Supervision

- Supervise and lead the day to day operations of the Children's Services Partnerships Team.
- Staff resourcing, incorporating work allocation, workflows, performance, quality controls and leave management.
- Assist with development and monitoring budgets and undertake grant acquittals.
- Commit expenditure and approve payments within budget and delegations of authority.
- Ensure Council policies and procedures are followed with integrity and compliance.
- Plan and coordinate tasks to achieve action plans and budget requirements.
- Support the team with coaching, mentoring, problem-solving, and performance management.
- Report on action plan outcomes ensuring compliance and organisational requirements are met.
- Participate in operational and strategic planning in relation to Children's Services in the City of Greater Dandenong;
- Participate in the City of Greater Dandenong Children's Services leadership team meetings.

Leadership

- Promote a positive image by demonstrating professionalism, courage, ethical work standards and a high level of integrity.
- Provide clear direction and open communication to facilitate openness and trust within the team.
- Actively role-model values and behaviours recognise and reward effort, coach, mentor and develop individuals and team and maintain a positive 'can do' attitude.
- Motivate staff by ensuring they have the necessary support and resources for the job.
- Challenge the status quo and champion new initiatives in the pursuit of continuous improvement.
- Take all reasonable steps to provide a safe working environment in accordance with the Occupational Health and Safety Act 2004.

3. Overall Position Accountability and Authority

Directly accountable for:

- Managing resources and leading the operations of the Children's Services Partnerships Team in the successful delivery of the CALD Kindergarten and IAHP- New Directions Projects. The freedom to act in this regard is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the projects being managed or on the public perception of the wider organisation.
- The provision of quality specialised advice to or regulate clients and reporting on early childhood education and primary health planning matters with the freedom to act is subject to professional and regulatory review. The impact of decisions made, or advice given may have a substantial impact on individual clients or classes of clients.
- When contributing to policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
- Proactively building relationships and partnerships with all levels of government, aboriginal and cultural linguistic diverse lead organisations, primary health and education providers to maximise opportunities for Council and the community and contribute to the broader objectives of the Children's Services leadership team.
- High quality leadership and management of the wellbeing, performance and development of the team, including ethical work standards and a high level of integrity.

4. Judgement and Decision-Making Skills

- This position is essentially problem solving in nature. The nature of the work is specialised and essentially problem solving in nature with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations.
- Required to make well thought through, sound judgements and decisions on:

Independently

- Allocate resources to meet work demands, including planning and priorities.
- Undertake business assessments taking into account all factors, risks, costs and impacts to clients and Council.

With Input from the Coordinator Children's Services

- Determine strategies and seeking out feasible options for advocacy opportunities.
- Use political and business acumen to source support, funding and be innovative, create new options and operate within politically sensitive environment.

Recommends to the Coordinator Children's Services

- Enhancement options to policy, practice and strategy, regarding long- and short-term resource issues.
- Variations to service standards to adapt to and meet the needs of different situations.
- Improvements to work systems, work procedures and structures which result in cost savings and more efficient business practices.

Guidance

- Works independently under direction from the Coordinator Children's Services. Effective guidance is not always available within the organisation and must be researched and sought accordingly.

5. Specialist Skills and Knowledge

- Proficiency in the application of theoretical or scientific disciplines in the search for solutions to new problems and opportunities demonstrated through:
 - A background in early childhood education, nursing, aboriginal social health and wellbeing planning and policy theories, frameworks, concepts and community cultural development approaches to strengthen community satisfaction.
 - A successful record of delivering advocacy and social health and early childhood education planning for and proactively building relationships and partnerships with all levels of government, the aboriginal and cultural and linguistic diverse led, primary health and education stakeholders.
 - The capacity to formulate, implement and communicate strategies, policies and programs to maximise opportunities for Council and the community.
- Where contributing to policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- Well-developed capacity to advocate and influence outcomes, with the ability to challenge and engage stakeholders.
- Highly effective liaison and project management skills to coordinate a diverse range of projects, timelines and staff resources.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures is required.

6. Management and Interpersonal Skills

The essential position requirements include:

- Managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- This position requires an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee's development schemes.
- They would be also expected to contribute to the development and implementation of long-term staffing strategies.
- Gain cooperation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Liaison with counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.
- Intermediate to advanced PC skills with the capacity to transition information into business enhancements. This includes skills in utilising social media and other communication methods to engage with community and stakeholders to maximise outcomes.
- Highly effective interpersonal skills, incorporating verbal and written communication, advocacy, analytical, presentation, influencing, coaching and mentoring. Written skills will be required to prepare detailed reports and documentation for policy related submissions, funding and award submissions and presentations.

7. Qualifications and Experience (Key Selection Criteria)


Essential

- A degree level qualification in early childhood, education, nursing, aboriginal primary health, community development, welfare or related field with substantial subsequent relevant experience in community-based project work and local government or similar. Relevant experience should include:
 - Substantial experience in developing and leading aboriginal social health planning, early childhood education and community development programs with culturally diverse programs.
 - Successful record of delivering advocacy and social health planning and proactively building relationships and partnerships with all levels of government, aboriginal led organisations and primary health and education providers.
 - Demonstrated understanding of the children's services and primary health sectors and issues impacting young children and their families
 - Capacity to think strategically and operationally to conceive flexible and innovative solutions to complex political, social and community issues and think outside the square.
- Well-developed capacity to influence outcomes, with the ability to advocate, challenge and engage stakeholders.
- Proven track record of leading and supervising a team with courage, care, collaboration, ethical standards and integrity.
- Highly effective interpersonal skills, incorporating verbal and written communication, advocacy, analytical, presentation, influencing, coaching and mentoring.
- Advanced writing skills to prepare reports and documentation for policy related submissions, funding and award submissions and presentations.
- A current (and ongoing) valid Victorian Drivers Licence, as well as satisfactory (and ongoing) Working with Children's and Police Checks supplied prior to offer of employment and commencement.


Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:


Prepared by:

Name:	Jacqueline Gray	Signature:	
Date:	June 2021		

Manager:

Name:	Marcus Forster	Signature:	
Date:	June 2021		

Director:

Name:	Martin Fidler	Signature:	
Date:	June 2021		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Marcus Forster

Signature:

Cognitive Demand	Yes	No
Regular communicating with team/work mates	X	
Regular communicating with others	X	
Verbal instruction and supervision of others	X	
High concentration	X	
Planning and problem solving	X	
Job/task organisation	X	
Short-term memory	X	
Long-term memory	X	

Position Description

APPENDIX 1

Additional Key Responsibility Areas for all employees

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and return to work (RTW) policies, procedures, training programs and perform other duties as directed within the limits of acquired skills, knowledge and training.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.