

Position Description

Team Leader Community Services



Current Incumbent:	Vacant
Position number:	015-1
Department:	Community Wellbeing
Directorate:	Community
Classification:	Within Band 7 of the Moira Shire EA
Award:	<i>Victorian Local Authorities Award 2001</i>

About working with Moira Shire Council

Moira Shire Council is an innovative and progressive local government organisation committed to serving the needs of communities across a large regional shire. We are an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.

Role Purpose and Objectives

- To lead Community Development across the Moira Shire through initiatives and programs that enhance the livability, connection and resilience.
- To develop and coordinate staff to deliver high level outcomes including, leadership opportunities, volunteer recognition and training, support events, promote and celebrate the arts, activating community and recreational spaces and building cultural connectedness, acknowledging diversity and advocating for change.

Organisational Relationships

Reports to:	- Manager Community Wellbeing
Supervises /	- Staff
Manages:	- Volunteers / Committee members
	- Contractors and Consultants
Internal Liaisons:	- Community Wellbeing Department
	- Departments and Officers across the organisation
	- Executive Leadership Team and Senior Leadership Team
	- Councilors / Panel of Administrators
External Liaisons:	- Organisations / Agencies / Services / Schools
	- Other local councils
	- General public
	- Federal and State Government Departments
	- Creative Arts hubs within Moira Shire
	- Reconciliation Australia

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Key Responsibilities and Functions

- Develop and support a range of Community Development activities across the district.
- Oversee the successful delivery of the Community Leadership Program.
- Develop and support the delivery of Cultural programs, activities and events
- Respond to community needs and issues as they arise or as required
- Develop and support First Nations engagement initiatives and activities including the implementation of the Reconciliation Action Plan (RAP).
- Identify and develop opportunities for Arts and Culture programs and community events across Moira Shire in accordance with approved strategies and programs.
- Recognise, upskill and celebrate volunteers across the Moira Shire.
- Support the coordination and facilitation of the Local Safety Committee.
- Assist in identifying and the implementation of community priorities and actions in line with the Council Plan
- Support activation of recreational spaces to promote healthy living and connected, engaged communities
- Have an understanding of relevant issues that affect communities in regional areas.
- Research and prepare relevant submissions and grant applications.
- Assist with the community grants program including promotion and assessment of applications.
- Prepare written reports, correspondence and other administrative tasks as required
- Other duties as tasks within the Community Wellbeing portfolio as required from time to time by the Manager Community Wellbeing.

Considerations

As part of community engagement and development activities, at times, the incumbent will be required to work some evenings and weekends.

Moira Shire Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business. At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

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Position Descriptors

Accountability and Extent of Authority

- This position is accountable to the Manager Community Wellbeing for the carrying out of duties and responsibilities in an ethical and non-discriminatory manner which ensures a high level of service efficiency.
- The Team Leader has access to guidance and advice from the Manager and Director.
- Manage budget preparation and subsequent maintenance of expenditure in line with set parameters.
- Assist in the selection, recruitment and induction of volunteers and staff as required.
- Prepare and present high-level reports.
- Represent Council on committees and at Public Meetings.
- Required to have formal input into policy development.
- Assist in minimising Councils risks and participate as required and ensure Risk Management tasks are completed in accordance with Councils Risk Management Strategy.
- Maintain all plant/fleet and equipment under the position's direct control and promptly report any loss or damage to the appropriate reporting lines.

Judgement and Decision Making

- The position requires problem solving skills.
- Ability to use innovative thinking to solve problems that are occasionally of a complex nature with solutions related to previously encountered situations. A degree of creativity and innovative thinking is required.
- Understanding of legislation, strategies, policies and procedures effecting the development and improvement of the delivery of social and community services.
- Implementation of continuous improvement, identification of suggestions, improve and or enhancements to the efficiency of existing operations, procedures, practices and policies.
- Ability to prioritise workloads within tight timelines.

Specialist Skills and Knowledge

- Qualifications and experience in Community Development or a related field.
- Experience in leading a team with a diverse portfolio range.
- Event management experience.
- Skills in program development, delivery and evaluation.
- Ability to collect and collate data and prepare reports.
- Demonstrated understanding on community services frameworks.
- Cultural awareness and relevant knowledge of local area
- Ability to apply community participation processes.
- Experience in liaising with Government and Non-Government sectors.
- Experience managing budgets.
- Ability to establish and supervise projects and events.
- Experience in coordinating task groups / committees.

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Management Skills

- Ability to implement OHS practices together with the development of relevant training for staff relating to their specific roles.
- Ability to plan and deliver programs to achieve agreed outcomes.
- Manage the delivery of relevant Council plan objectives, strategies and actions whilst ensuring compliance with Council policies and relevant legislation.
- Achieve continuous improvement in performance and productivity.
- Ability to make informed decisions in a timely manner with minimal supervision.
- Ensure hazards are minimised and near misses, incidents and hazards are reported.
- Compliance with Equal Opportunity, Diversity and Gender Equity policies and protocols.
- Deliver accurate and timely information and advice to Council, Executive Management Team and other relevant stakeholders.
- Work in a team environment and in a respectful and consultative manner.
- Manage self and teams workload, set priorities, plan and organise projects to deliver the required outcomes within specified timeframes.

Interpersonal Skills

- Establish and maintain positive working relationships both internally and through external partnerships with other agencies, businesses and individuals within the community.
- Ability to gain cooperation and successfully achieve agreed outcomes with internal and external stakeholders.
- Ability to communicate to a variety of audiences in spoken and written forms.
- Ability to liaise, consult and network with a wide and diverse range of individuals and organisations.
- Ability to work tight timelines and respond quickly to changing circumstances.
- Identify and implement continuous improvement in performance and productivity.
- Encourage and facilitate the training and development of staff within their control.

Key Selection Criteria

Essential qualifications and experience

- Relevant qualifications and experience in Community Development or a related field.
- Demonstrated understanding of Community Development frameworks and community engagement principles including recreational programs and delivery
- Strong knowledge of how the arts and culture industry functions within a regional context.
- Demonstrated experience in project and event management, risk mitigation and facilitating community consultations.
- Demonstrated ability to lead community meetings, events and training sessions and experience in service coordination and program delivery.
- Proven ability to be flexible and to work without constant supervision.
- Well-developed communication skills including group facilitation, interpersonal, report writing, presentation and negotiation skills.
- Familiarity with grants, budgeting and procurement processes.

Desirable qualifications and experience

- Previous experience in Local Government.
- Previous demonstrated experience in supervising and managing staff

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Licenses and mandatory requirements

- Current drivers' license
- Working With Children Check (VIC).
- First Aid Certificate

Inherent physical requirements

- High
 - Extended periods of sitting or standing
 - Extended periods of computer use
- Medium
 - Subject to environmental conditions / on site visits
 - Working under pressure in sometimes stressful situations
 - Conflict management and negotiations
- Low
 - Bending and lifting

Core Competencies (As defined in the Moira Core Competency Framework)

Moirai Value	Competency	Role requirement
 Respect	<ul style="list-style-type: none"> • Community and customer focus • Plan and prioritise 	Tier 1 Tier 1
 Honesty	<ul style="list-style-type: none"> • Communicate and engage • Display resilience and adaptability 	Tier 1 Tier 1
 Accountability	<ul style="list-style-type: none"> • Demonstrate accountability • Deliver results 	Tier 1 Tier 1
 Teamwork	<ul style="list-style-type: none"> • Create, innovate and solve problems • Work together 	Tier 1 Tier 1
 Integrity	<ul style="list-style-type: none"> • Manage self • Act with integrity 	Tier 1 Tier 1
 Safety	<ul style="list-style-type: none"> • Actively contribute to the protection of the workforce's health, safety and wellbeing 	Tier E
 People Leadership	<ul style="list-style-type: none"> • Lead and develop people • Lead and manage change • Think and act strategically • Inspire direction and purpose 	Tier 1 Tier 1 Tier 1 Tier 1

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Shared Organisational Responsibilities

Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

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Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent's name: _____
(Print)

Signature: _____ Date: _____

Managers name: _____
(Print)

Signature: _____ Date: _____

Review of this Position Description

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

