

Position Description

Team Leader Community Services



Current Incumbent:	
Position number:	188-1
Department:	Community Wellbeing
Directorate:	Community
Classification:	Within Band 7 of the Moira Shire EA
Award:	<i>Victorian Local Authorities Award 2001</i>

Role Purpose and Objectives

- To lead the Community Services program in Moira Shire as an integral and coordinated part of Council's service delivery.
- To ensure the Community Services program operates efficiently, effectively and in accordance with statutory obligations and industry best practice.

Organisational Relationships

Reports to:	Manager Community Wellbeing
Supervises / Manages:	Community Services Officers Youth Development Officer Volunteers
Internal Liaisons:	Chief Executive Officer Council Executive Leadership Team Internal Staff
External Liaisons:	Residents, ratepayers and the general public Contractors, Suppliers and manufacturers Government Departments and Agencies Neighbouring and other municipalities Community service organisations

Key Responsibilities and Functions

Strategic Planning

- Develop, implement and review Council's Wellbeing for all Ages and All Abilities Access and Inclusion Plans
- Review Council policy in accordance with current information and industry practices and legislative requirements

General Duties

- Coordinating an integrated and planned approach to support community groups and services in Moira Shire operating within the Community Services remit.
- Consult and liaise with relevant community stakeholders, clubs, organisations, and government departments
- Prepare and present reports for management and Council
- Representing Council or the department on relevant Committees internally and externally.

Position Description

Team Leader Community Services



- Providing recommendations on relevant social and community related issues.
- Coordinate the research, acquit relevant submissions, and grant applications in accordance with funding agreements.
- Provide supervision, support and training to staff as required including technical guidance and direction and the implementation of events and programs.
- Oversee the coordination of committees and programs in the Community Services portfolio, including but not limited to;
- Senior Citizens, Health Promotion, Live4Life, Community Houses, FReeZA, the All Abilities Advisory Committee.
- Assist in the implementation of all relevant Council policies and procedures.
- Respond to community needs and issues as they arise or as required.

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.

Position Descriptors

Accountability and Extent of Authority

- The Team Leader is accountable for:
- the position objectives and responsibilities and the specific objectives for the position as set out in the Council Plan;
- provision of comprehensive, accurate and timely advice to the Manager, Director, CEO, and Council
- ensuring that appropriate action is taken on Council decisions and requests, and is completed within specified timeframes, budgets and the extent of any delegated powers;
- adherence to all relevant legislation, Council policies and procedures;
- ensuring that all the resources within control are utilised efficiently and effectively
- decisions made by the Team Leader must conform with and be within the constraints of all delegations, statutory obligations, the Council Plan, Council policies and procedures, and approved budgets;
- This position will have input into policy development for the unit and department.

Judgement and Decision Making

- In consultation with the Manager where necessary, the Team Leader is responsible for making decisions and exercising judgement about the areas for which they are responsible, including:
- the development, management, maintenance and provision of effective systems;
- understanding of strategies, policies and procedures effecting the development and improvement of the delivery of social and community services;
- guidance and advice is not always available and the position is essentially problem solving in nature.

Specialist Skills and Knowledge

- Experience in working with communities in delivering high quality services, events and programs.
- Knowledge of health and wellbeing issues that are relevant to rural communities.
- Experience in working with a range of agencies within Government and Non-Government sectors.

Position Description

Team Leader Community Services



- Ability to establish strong rapport with community members from all age cohorts and backgrounds
- Networking and partnership experience with organisations, funding bodies and stakeholders
- Well-developed communication, presentation and computer skills.
- Understanding principles and practices of budget and financial procedures.

Management Skills

- Deliver accurate and timely information and advice to the Manager, Director, CEO, Council and other relevant stakeholders.
- Provide leadership direction and develop positive relationships within a team environment in a consultative manner.
- Manage own time, set priorities, plan and organise work to deliver the required outcomes.
- Identify and implement continuous improvement in performance and productivity.
- Communicate and consult effectively with users and clients of relevant Council services.

Interpersonal Skills

- Excellent written and communication skills
- Ability to communicate and work with people from diverse backgrounds and groups
- Ability to network with other organisations including Commonwealth Government agencies with regards to issues presenting the Moira Shire community
- Ability to liaise with internal departments and colleagues within the organisation to build relations and resolve issues or concerns

Key Selection Criteria

- Relevant tertiary qualification and relevant experience
- Previous demonstrated experience in supervising and managing staff
- Ability to liaise and work with people from diverse backgrounds, groups and organisations
- Knowledge of and experience in community services, event delivery and expertise in one or more of the portfolio areas included within the positions scope.
- Experience researching and preparing funding submissions for Government Departments and operating programs within service agreements.

Essential qualifications and experience

- A degree or diploma in related field
- Relevant experience in Community Services
- Drivers license
- Working With Children's Check

Desirable qualifications and experience

- Prior experience in government
- People and event management
- Risk assessment comprehension

Position Description

Team Leader Community Services










Licenses and mandatory requirements

- WWCC
- Driver's licence
- Satisfactory police check

Inherent physical requirements

- High
 - Keyboard / mouse work
 - Extended periods of sitting
- Medium
 - The worker is subject to inside environmental conditions
- Low
 - Working under pressure (e.g. constantly working to deadlines / conflict resolution)

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 2 Tier 1
 Accountability	<ul style="list-style-type: none"> • Demonstrate accountability • Deliver results 	Tier 1 Tier 2
 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 2
 People Leadership	<ul style="list-style-type: none"> • Manage and develop people • Lead and manage change • Think and act strategically • Inspire direction and purpose 	Tier 1 Tier 1 Tier 2 Tier 1
 Safety	<ul style="list-style-type: none"> • Actively contribute to the protection of the workforce's health, safety and wellbeing 	Tier 1

Position Description

Team Leader Community Services



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.

Position Description

Team Leader Community Services



[Review of this Position Description](#)

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

