

TEAM LEADER

POSITION DESCRIPTION

YOUTH SERVICES

GIPPSLAND

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Team Leader
Program	Youth Services
Classification	SCHADS Award Level 7 (Social Worker Class 4)
Hours	Full Time
Hours per week	38
Duration	Ongoing
Location	Gippsland
Reporting Relationship	This position reports directly to Manager Community Services
Effective date	March 2019

Overview of programs

The team leader oversees programs in Youth Services within the Gippsland region and is responsible for leading and supervising teams working with children, young people and families to provide a holistic approach to achieve positive outcomes. The team leader will be involved in working with the manager with regard to program development and strengthening relationships with partners to ensure successful delivery of programs.

Position Objectives

1.	To manage the day-to-day delivery of a high quality, flexible and accountable service to the clients of the programs.
2.	To work in conjunction with the management team to plan responses in relation to regional service developments as they relate to the team leaders area of responsibility.
3.	To ensure programs are operated in accordance with funding and service agreements, organisational policies and accepted standards of practice.
4.	To work collaboratively with program partners and stakeholders
5.	To support staff on a daily basis in their respective roles to ensure they are able to meet the requirements of their position.
6.	Prepare reports for funding bodies as required.

Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Contribute to and initiate service developments and participate in service redevelopment or redesign as required.
2.	Manage the day-to-day delivery of services to programs of responsibility
3.	Participate in program and policy development as directed by the Manager.
4.	Ensure that service delivery is focused on the needs of the service user and that it occurs within budgetary and Service Agreement parameters.
5.	Author reports in line with the Funding and Services Agreement relating to each program as required.
6.	Liaise with funding bodies, participate in the negotiation of service contracts and ensure that performance targets are met.
7.	Oversee the day-to-day supervision of staff, in accordance with human resource policies and procedures.
8.	Participate in an on-call roster associated to program requirements
9.	With the support of the Manager Community Services, take a lead role in supporting other community projects as required

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

	1. Tertiary qualification in Community Welfare, Social Work or related field
	2. Extensive experience in supervision of staff, including performance management
	3. Demonstrated leadership qualities, including the capacity to lead and motivate a team.
	4. Demonstrated high level of interpersonal skills and communication skills, both oral and written
	5. Ability to implement and monitor program budgets and cost centre expenditure

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times. All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
