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| **Position Description** |

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| **Position Title: Team Leader, Health and Wellbeing Centre** | |
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| **Position No:** | NEW |
| **Business Unit:** | Deputy Vice-Chancellor (Students) |
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| **Division:** | Health, Wellbeing and Inclusion |
| **Department:**  **Classification Level:** | Strategy, Prevention and Education  HEO8 |
| **Employment Type:** | Full-time, 12 months fixed term |
| **Campus Location:** | Bundoora Campus |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**Position Context/Purpose**

The Division of Health, Wellbeing and Inclusion provides various support and services to La Trobe University students and staff. Our services include Student Counselling, Student Wellbeing Connect, Staff Wellbeing Connect, AccessAbility and Inclusion, Multifaith and Spiritual Wellbeing, Financial Counselling, Student Legal Service, Prevention of Sexual Harm, Health Promotions and the Wellbeing Mentor Program.

The Health and Wellbeing Centre houses the Wellbeing Mentors, Student Legal Service, Financial Counselling (including food and material aide), Multifaith and Spiritual Advisors and the Program and Administration team for the Division.

The Team Leader, Health and Wellbeing Centre, has oversight of the intake/triage process of the whole Division and provides day-to-day supervision of staff, volunteers and placement students who are housed within the Health and Wellbeing Centre.

**Duties at this level will include:**

**General Duties**

* Responsible for program development and implementation. Provides strategic support and advice to schools/divisions/departments requiring integration of a range of university policies and external requirements and an ability to achieve objectives operating within complex organisation structures.
* Manages other administrative, technical and/or professional staff.
* Manages staff performing a related set of functions, usually with distinct areas of expertise, including the allocation of responsibilities, review of performance, training and development of staff and development or oversight of program procedures, priorities and quality control systems, including budgets for the function concerned to more senior managers.
* Provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
* Provides expert advice and guidance to other professionals and encourages them to achieve University School/Divisional/Departmental/Subunit objectives.

**Specific Duties and Accountabilities**

* Oversight of the intake and triage system for the Health, Wellbeing and Inclusion Division including the provision of screening, risk assessment, wellbeing support, work allocation, referral and supervision/secondary consultation for the duty worker.
* Provide day-to-day and clinical supervision of Wellbeing Mentors (placement students) who are reading towards their degree in counselling and social work.
* Provide day-to-day supervision for financial counsellors, multifaith and spiritual advisors, student legal service (contracted position) and the administration and programs staff.
* Work collaboratively with other team leaders within the Division to ensure the smooth delivery of students' health and wellbeing services.

**Essential Criteria**

**Skills and knowledge required for the position**

* A qualified social worker or psychologist, a degree in psychology or social work with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience.
* Social workers must be members of the Australian Association of Social Workers (AASW) and psychologists must be registered with the Australian Health Practitioner Regulation Agency (APHRA).
* Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one off problems.
* Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
* Ability to be responsible for program/system development and implementation.
* Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
* Experience developing innovative solutions and contributing to strategic planning.
* Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
* Skills in the intake, triage and assessment of mental health and behavioural risks.
* Extensive knowledge and application of evidence-based counselling and wellbeing support.

**Capabilities required to be successful in the position**

* Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
* Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
* Ability to align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, innovation and care.
* Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

**La Trobe's Cultural Qualities:**

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Initials: Date: