

# Department of Communities Tasmania

## STATEMENT OF DUTIES

<b>Position Title</b>	Team Leader - Community Youth Justice
<b>Position Number</b>	501599, 519758, 501672, 514227
<b>Division/Branch/Section</b>	Children, Youth and Families Youth and Family Violence Services Community Youth Justice
<b>Award/Agreement</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Classification</b>	Allied Health Professional Level 3
<b>Position Status*</b>	Permanent
<b>Position Type*</b>	Full-time
<b>Location</b>	South/North/North West
<b>Reports to</b>	Manager Youth Justice Services
<b>Check Type</b>	Annulled
<b>Check Frequency</b>	Pre-employment

*\* The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

## About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.

Communities Tasmania creates an environment where children's safety and wellbeing is the centre of thought, values and action - we are responsive to the needs of families and communities that we engage with. We are a child safe organisation that puts the safety of children and young people first, creating a culture, adopting strategies and taking action to promote child wellbeing and prevent harm to children and young people.



## Primary Purpose

Coordinate the delivery of services to the client group, including the financial, human and physical resources of Community Youth Justice staff employed to perform all functions of the statutory role and meet service delivery requirements.

## Primary Duties

1. Provide day to day practical guidance, professional leadership, supervision and direction to members of a professional team, including the provision of expert advice and assistance to team members and, as required, act as a consultant to other stakeholders on complex casework issues.
2. In consultation with the Area Manager, ensure that financial management, service delivery, administrative and statutory standards are met.
3. Ensure that service objectives, policies and priorities are met effectively and efficiently to secure desired outcomes. Participate in the development, implementation and evaluation of policy and divisional strategies.
4. In conjunction with the Area Manager, develop, coordinate and facilitate appropriate training and development.
5. Develop and maintain appropriate and effective relationships with client organisations, other teams and sections of the Agency, government and non-government agencies.
6. Oversee statutory requirements, responsibilities and processes, including the preparation of court reports, and coordinate information flow between relevant statutory stakeholders.
7. Work in consultation with the Senior Worker Facilitator Complex Case Management on complex high needs clients.
8. Undertake critical and high level client contact, including dealing with complex enquiries, preparation of complex correspondence and provision of detailed information regarding the operations of Youth Justice Services.
9. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations or suspicions of harm. Actively participate in and contribute to practices that will ensure Communities Tasmania is a child safe organisation including reporting, record keeping and information sharing obligations.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.



## Level of Responsibility, Direction and Supervision

The Team Leader works autonomously with supervision provided by the relevant Area Manager, Youth Justice Services, and has overall responsibility for the health and safety of those under their direction, providing supervision in an efficient, effective and safe manner.

- In collaboration with and under the supervision of the Area Manager, coordinate the allocation of resources in accordance with service delivery priorities.
- Undertake delegations under the *Youth Justice Act 1997* and other relevant legislation as required within set guidelines and timeframes.
- Maintain any workplace under their control to a standard that complies with the relevant Work Health and Safety legislation.

## Essential Requirements

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Current Tasmanian Working with Children Registration.
- Satisfactory completion of an appropriate course of study at a recognised tertiary institution.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  - 1 Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences
    - d) crimes involving dishonesty
    - e) serious traffic offences (if Driver's Licence is an essential requirement)
  - 2 Identification check
  - 3 Disciplinary action in previous employment check.

## Desirable Requirements

- Current Driver's Licence.
- Registered with the relevant Board or, in the case of unregulated professions, eligible for membership of the relevant professional association.



## Selection Criteria

1. Significant post graduate experience in a relevant field.
2. A demonstrated ability to provide supervision, leadership and direction to operational staff.
3. A high level of knowledge and understanding of current statutory requirements and Departmental procedures or the ability to acquire such knowledge.
4. Demonstrated management skills including the ability to co-ordinate human, financial and physical resources and to monitor effectiveness and efficiency of service delivery.
5. An understanding of contemporary management techniques together with a commitment to Work Health and Safety, Equal Employment Opportunity and continual quality improvement.
6. A demonstrated level of strategic, conceptual, analytical and creative skills including an ability to understand and identify relevant issues in the political, social and organisational environment.

## Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

Communities Tasmania does not tolerate violence, especially violence against women and children.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.



The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.