



POSITION DESCRIPTION

POSITION TITLE:	Team Leader Partnerships, Engagement and Pathways
POSITION NO:	102534
DIVISION:	Community Services
DEPARTMENT:	Family Youth and Children's Services
SECTION:	Youth Engagement and Pathways
STATUS:	Full Time
CLASSIFICATION:	Band 7
OCCUPANT:	Vacant
LOCATION:	This position is located within the Hume Municipality and is presently located at the Broadmeadows Office
DATE:	January 2022

POSITION OBJECTIVES:

This position reports to the Coordinator Youth Engagement and Pathways and is responsible for the development, implementation and evaluation of the strategic directions outlined in Connect & Thrive: A Plan for Young People in Hume 2022 - 2026.

The position objectives are:

- To lead and manage the Partnerships, Engagement & Pathways Team to ensure that young people predominately aged 18-24 years are actively engaged and connected, and have opportunities for pathways to education, training and employment, and health & well-being programs and supports.
- Be responsible for enhancing the co-operation and coordination of information, resources and supports across Hume to improve outcomes for children and young people as they develop.
- To drive a culture of family centered practice and be responsible for the oversight of parent/carer capacity building programs and forums that aim to enhance the engagement, capacity and wellbeing of children, young people and families.
- To develop and implement highly effective systems and processes that enable youth services to be managed in a responsive manner, with a focus on innovation, efficiency and client outcomes.
- Work in collaboration with the Team Leader of Mental Health, Wellbeing and Leadership to ensure program integration and be part of the Youth Engagement & Pathway Leadership Team.

KEY RESPONSIBILITIES AND DUTIES:

1. Networks, Engagement and Employment

- Lead and manage the Partnerships, Engagement & Pathways Team, build positive team culture and support change management processes.
- Oversee the development, delivery and evaluation of a suite of new, targeted programs and resources that support young people predominantly aged 18 to 24 years to transition from secondary school to further education, training and/or employment.

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- Deliver initiatives that develop young people's capabilities, and strengthen links between schools, training and higher education providers and local businesses.
- Deliver initiatives and events that recognise and celebrate the contributions and achievements of young people in Hume.
- Drive the delivery of the Hume Empowering Communities initiative in collaborations with local service providers and agencies
- Deliver and promote key events and activities across Hume that provide opportunities for young people and families to engage and connect with their local communities.
- In partnership with other council areas and internal stakeholders, provide responsive outreach services and programs for young people and families in growth corridor areas.
- Manage strategic and operational risks associated with youth service and program operations.
- Work with the Leadership Team to embed process and program evaluation across the Unit including developing evaluation frameworks, methodologies and tools, and building the capacity of staff to undertake program evaluations.

2. Family, School and Sector Support

- Drive the strategic development of supports for families with young people transitioning from secondary school to higher education, training and/or employment to ensure active engagement with their peers, school, work and community.
- Develop and deliver programs that provide targeted capacity building opportunities for parents/carers to build their skills and confidence in supporting their young person through key developmental stages; and provide opportunities for parents and young people to come together and strengthen their relationship.
- Provide opportunities that foster social connection and bring together children, young people and families from different cultures, identities, backgrounds and lifestyles.
- Provide information and resources to parents/carers in relation to services and programs in Hume that enhance engagement and wellbeing, and provide opportunities for pathways to education, employment and training.
- Work with other council areas to promote key initiatives, programs and experiences for young people and families across Hume

3. Coordination and Strategic Partnerships

- Develop, strengthen and formalise engagement, partnerships and collaboration mechanisms with local education providers, service providers and community agencies.
- Provide high level recommendations to drive strategic engagement with secondary schools, higher education providers, businesses, youth service providers and community agencies.
- Assist the Coordinator Youth Engagement and Pathways as required with strategic policy development in relation to the operation and delivery of services.

4. Administration and Financial Management

- Prepare reports, memos, and responses for consideration by the Coordinator Youth Engagement and Pathways, Department Manager, Executive and/or Council in relation to family, youth and children's issues, services and needs.
- Oversee the development, monitoring and delivery of financial outcomes associated with operational budgets for the Networks, Engagement and Employment Team

ORGANISATIONAL CONTEXT

VISION

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Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

Our Hume Values & Guiding Behaviours:

Respect

I will:

- Actively listen and communicate openly with others
- Value individual differences and the contribution of others
- Treat people fairly and ensure others do the same



Customer Focus

I will:

- Take responsibility for delivering services and solutions in a timely manner
- Respond to internal and external customers professionally and respectfully
- Engage with, listen and seek to understand the needs and expectations of the customer/resident

Collaboration

I will:

- Support and assist others by sharing information, knowledge and resources
- Cooperate with others and set and achieve common goals
- Actively participate and contribute to the team

Innovation

I will:

- Explore and act on better ways of doing things
- Be open minded and encourage new ideas from others
- Actively learn and develop to improve the work I do for the organisation

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Sustainable Environment Department leads Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

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Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.

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- Ensure that relevant WHS legislation is complied with.

POLICE CHECK:

The incumbent must have and maintain a current Police Check ☒ YES ☐ NO

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check ☒ YES ☐ NO

PRE-EMPLOYMENT MEDICAL CHECK

The incumbent must undergo a Pre-Employment Medical Check

Medical

(including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test) ☒ YES ☐ NO

AUDIO TEST

☐ YES ☒ NO

OTHER DUTIES

Responsibilities and duties included in this position description are subject to the *Multi-skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Youth Engagement & Pathways
Supervises:	Youth Engagement & Pathways Officers Youth Engagement Support Officer
Internal Contacts:	Council areas
External Contacts:	Young people and families Schools and higher education organisations Community agencies and service providers Local Businesses Employment and Training Providers

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- The effective management of all associated resources including staffing, program budget, facilities and service delivery across the Networks, Engagement and Employment Team.
- Providing advice on youth services to the organisation and Council ensuring that appropriate stakeholders are advised of State and Federal policy, and that services delivered locally are aligned and positioned to optimise outcomes.
- Development of policy, preparation of reports (including Council reports), providing context on Federal and State policy and to advocate for services (e.g. in growth areas).
- Implementing the Hume 0-24 Framework and providing regular reports on key outcomes and measures.

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- The role has the authority to develop and enhance partnerships and networks across the municipality and with other relevant stakeholders.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- The development and close monitoring and delivery of financial outcomes and service agreements associated with Annual Budgets and Funding and Services Agreements.
- The interpretation of information and development of suitable procedures to achieve satisfactory outcomes for service performance and position objectives.
- Decisions and problem solving may be of a complex nature.
- The provision of professional advice and decision making based on area of expertise and experience to ensure that problems and issues.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Significant knowledge and understanding of current issues and trends in relation to children, young people and families on a local and state-wide basis, including services and funding mechanisms.
- Demonstrated understanding of the Victorian Child Safe Standards and their application in policy and program applications across the Networks, Engagement and Employment Team.
- High-level analytical and investigative skills including ability to translate and communicate this information to a wide range of stakeholders.
- An understanding of the long-term goals of Council, its values and aspirations and the legal and political context in which it works including a high degree of political acumen.
- Significant experience in the design, implementation and evaluation of programs or other related activities for young people and families including through effective organisational partnerships and engagement particularly from vulnerable communities.
- Sound knowledge and capacity for effective financial management including budget development and financial analysis.
- Excellent networking and stakeholder management skills.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Significant experience in leading and managing teams with an emphasis on outcomes, quality, continuous improvement, staff motivation and development, and high team and individual performance.
- Demonstrated ability to lead and implement change.
- Highly developed skills in effectively and accurately administering and managing financial operations.
- Experience in providing accurate and timely strategic advice and support to management and staff.
- Ability to work independently and as an effective team member.
- Proven project management skills with the ability to manage time, set priorities, plan and organise work in an environment of conflicting and changing demands.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Excellent written and verbal communication skills, including an ability to prepare reports, submissions, presentations and correspondence to inform, influence and persuade.
- Demonstrated experience motivating and developing staff, and managing behaviour and positive change in organisation culture and work practice
- Demonstrated ability to build and maintain effective working relationships with all other partners, Council departments, professional bodies and external stakeholders.
- Experience dealing with conflict

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QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- A tertiary qualification in Social Science, Social Work, Community Development, Youth Work or a similar field, along with a minimum of 5 years experience in the youth/community sector and knowledge of the relevant Acts, Regulations and Government Policies relating to Youth and Middle Years Services.
- Extensive understanding of the issues and needs of children, young people and families, and advocate to local, State and Federal government.
- Self-motivated with the ability to use initiative, maintain professionalism, integrity and confidentiality.
- Ability to build effective stakeholder partnerships with schools, education providers, local businesses and sector partners to enhance outcomes for children, young people and families.
- Ability to adapt to changing needs of the environment.
- Ability to problem solve and provide solutions to complex issues as required

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippery conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.	
Name (Please print):	
Signature:	Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. A tertiary qualification in Social Science, Social Work, Community Development, Youth Work or a similar field, along with a minimum of 5 years experience in the youth/community sector and knowledge of the relevant Acts, Regulations and Government Policies relating to Youth and Middle Years Services.
2. Demonstrated experience in leading, and managing staff to develop and deliver responsive, evidence - informed services and programs for young people and their families particularly within a dynamic and/or changing environment.
3. Highly knowledgeable about needs of young people and families, schools, higher education, employment and youth sector, and experience in advocating on behalf of these needs and developing collaborative stakeholder relationships.
4. Extensive experience in developing, implementing and evaluating services and programs for young people (18-24) that provide pathways to engagement, education, employment and training; and the delivery of youth events.
5. Experience in strategic thinking, and ability to analyse complex situations, develop creative service and program solutions and achieve outcomes.
6. Excellent communication, project management and time management skills.
7. Thorough understanding of Community Development, Strengths-based, Family-Centred, Youth Participation and/or Trauma-Informed frameworks.

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8. Experience in managing budgets and financial processes, preferably in a local government context
9. Demonstrated experience in stakeholder management, building partnerships and networking.
10. Current Victorian Driver's Licence

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