POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: **TEAM LEADER, YOUTH AND COMMUNITY SAFETY**
POSITION NUMBER: **104330**
LEVEL: **LEVEL 5**
PROGRAM: **COMMUNITY SAFETY, CHILDREN AND YOUTH**
SUPERVISOR: **REGIONAL MANAGER, YOUTH AND COMMUNITIES**

OBJECTIVES OF THE POSITION:

Provision of quality support services in accordance with Regional Council corporate plans, agreements, policies and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES:

- Work closely with the Manager Community Safety Program and the Manager Youth, Sport and Recreation to implement and maintain effective programs in keeping with the objectives and funding agreements of each program.
- Supervise and build the capacity of local staff to support and run each program. Assist with the recruitment and induction of staff into each program.
- Prepare weekly rosters and work schedules for each program.
- Ensure that the infrastructure and assets for each program are used, monitored and maintained to the required Council standard.
- Ensure that program data is collected for each program as required and provide accurate and timely program reports to management, including Work Health and Safety reports and service delivery performance reports.
- Ensure all staff working in each program operate in a safe workplace in compliance with Council policy and legislation.
- Engage in an effective and proactive health, safety and wellbeing culture, including effectively responding and where possible resolving issues arise that may affect the safety of staff or program clients.
- Follow program guidelines and work instructions as determined by the Manager Community Safety and the Manager Children's and Youth Services.
- Effectively contribute as a member of a team in the Central Desert Regional Council and promote a safe and harmonious work environment.
- Any other reasonable duties delegated by either the Manager Children's and Youth Services or the Manager Community Safety.

SELECTION CRITERIA:

Essential:

- Qualifications at trade or Cert IV level or extensive relevant experience.
- Demonstrated ability to supervise and direct staff.
- Demonstrated experience in delivery a funded community services program.
- Demonstrated ability to plan program activities including accurately allocating time and resources.
- Demonstrated ability to work within legislative and funding frameworks.
- Demonstrated ability to provide accurate and timely reports on services and activities.
- Demonstrated ability to work as part of a team.
- Knowledge of Work Health and Safety requirements.
- An awareness of issues affecting Aboriginal people in remote locations