

# Job description

Agency	Department of Children and Families	Work unit	Regional Services Top End and Arnhem
Job title	Team Leader	Designation	Professional 3
Job type	Full time	Duration	Ongoing
Salary	\$114,199 - \$127,898	Location	Palmerston, Nhulunbuy
Position number	30661	RTF	348001
		Closing	15/06/2026
Contact officer	Recruitment Officer on 08 8922 7268 or <a href="mailto:DCF.TopEndRecruitment@nt.gov.au">DCF.TopEndRecruitment@nt.gov.au</a>		
About the agency	<a href="https://families.nt.gov.au/">https://families.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=348001">https://jobs.nt.gov.au/Home/JobDetails?rtfld=348001</a>		

**APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.**

## Information for applicants – inclusion and diversity

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

## Primary objective

Lead and supervise a team of professional staff in the delivery of statutory and non-statutory welfare services to individuals, groups and communities in accord with relevant legislation, policies and procedures.

## Key duties and responsibilities

1. Be responsible for the supervision, training and development of a team of staff involved in the delivery of statutory and non-statutory welfare services.
2. Maintain a high level of services to Departmental clients through the provision of professional expertise and demonstrated best practice in the delivery of statutory and non-statutory welfare services.
3. Undertake statutory responsibilities and exercise delegations under the Care and Protection of Children Act in accordance with departmental policies and procedures.
4. Ensure the availability of reliable data through the accurate and timely recording of information on the Department's client information and case management systems.
5. As a member of the Department's management team, contribute to the overall management of the office, including data collection, practice standards, workload trends, program development, community networking and consultation to achieve an integrated best practice approach to service delivery.
6. Participate in the Department's After Hours Service.

## Selection criteria

### Essential

1. A degree of an Australian tertiary institution, which gives eligibility for membership of the Australian Community Workers Association, the Australian Association of Social Workers, or the Australian Psychological Society, or equivalent OR Diploma of Child, Youth and Family Intervention AND Vocational Graduate Certificate in Community Services Practice (Statutory Child Protection) OR Graduate Certificate in Safe Communities (Child Protection).
2. Extensive experience commensurate with the duties of the position, including highly developed professional skills in conducting strength based assessments, developing and delivering effective interventions, and a demonstrated capacity to apply best practice principles.
3. A sound understanding of the principles and functions of supervision in statutory and non-statutory welfare work and demonstrated ability to provide supportive, educative and administrative supervision of welfare staff.
4. Demonstrated ability to work effectively in a multi-disciplinary team setting, including demonstrated skills in negotiation, conflict resolution, teamwork and leadership.
5. Highly developed organisational and communication skills including the ability to work independently, manage time effectively and contribute to the professional development and learning needs of colleagues through developing and delivering formal and informal training for staff.
6. Highly developed oral and written communication skills including an ability to communicate complex issues to a wide range of people and groups.
7. Demonstrated ability to communicate and work constructively within culturally diverse settings, including a demonstrated knowledge and understanding of Aboriginal culture, family and community structures and an ability to interact with people from diverse cultures.
8. Demonstrated skills in the use of computers and an ability and willingness to undertake training in the programs computer based data entry system.
9. Preparedness to travel in 4WD vehicles or light planes, as required, and ability to undertake travel including overnight stays as necessary.
10. Current NT driver's licence or ability to obtain.

### Desirable

1. In the order of five consecutive years of relevant experience and that this will include at least six months experience of child protection work and at least six months experience of working with children in care.

## Further information

The recommended applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check (a criminal history will not exclude an applicant from this position unless it is a relevant criminal history).

**Approved:** May 2026

Larrissa Donaldson, A/Executive Director Regional Services Top End and Arnhem