

POSITION DESCRIPTION

Position Title:	Team Leader Youth Partnerships		
Position Number:	YTH078	Classification: Community Services officers (cl21.8.3 of Enterprise Agreement)	Band 7
Division:	Community Life	Capability level:	2
Department:	Child, Youth and Family		
Reports to:	Head of Youth Services		
Supervises	Senior Youth Partnerships Officers and Youth Program Support, Multicultural Youth Development Officer	Date:	26/08/2026

1. Position Purpose

- » Lead the strategic development of municipal wide youth initiatives with young people and key stakeholders, ensuring alignment with Council's long-term objectives and growth priorities and enabling youth voice to inform, influence or shape outcomes at the appropriate level of participation.
- » Drive high-level partnerships across government, education, and industry to influence systemic change and deliver innovative, scalable initiatives that respond to growth, emerging needs, and aspirations of young people.
- » Provide leadership, advocacy, and sector capacity building to position Council as a leader in youth engagement.
- » Support and manage professional youth services staff for effective service delivery.

2. Key Responsibility Areas

Strategic Planning and Partnerships

- » Lead the development and stewardship of cross-sector partnerships that integrate government, education, industry, and community systems, leveraging collaborative impact approaches to address complex, interconnected challenges.
- » Ensure that partnership initiatives are strategically aligned with Council's overarching long-term objectives, municipal development priorities, and established policy frameworks to achieve enhanced coherence and effectiveness.
- » Shape and influence youth related strategies, services, and initiatives through collaborative approaches that contribute to systemic change and long-term outcomes for communities.
- » Embed mechanisms for meaningful youth voice, influence, and feedback across strategy, partnerships and decision-making processes.
- » Develop and implement scalable, future-focused initiatives that build leadership, resilience and participation among young people through inclusive co-design processes.
- » Harness evidence and trend analysis, to anticipate future municipal needs, inform strategic decisions, and strengthen system-wide responses.

Leadership and Team Development

- » Lead and develop a high-performing Youth Services team, fostering a culture of innovation, inclusion, and continuous improvement aligned with Council values.
- » Provide clear direction, role clarity, supervision and coaching to ensure team members have defined objectives, regular reviews, constructive feedback, and positive engagement in the performance review process.
- » Oversee the development of Senior Youth Partnership Officers including recruitment, mentoring, capability development and performance management.
- » Work collaboratively with regional Team Leaders, wider Youth Services teams, in the Youth Information Centres when required and Council's internal departments, community and agencies to achieve long term sustainable and scalable community outcomes.
- » Build capability within Council and partner organisations to enhance collaboration, governance, and shared accountability.
- » Lead clear, consistent communication and engagement strategies to strengthen trust, visibility, and influence across the partnership system.

Governance and Compliance

- » Ensure robust governance and adaptive risk management across multi-stakeholder partnerships, balancing compliance with flexibility to navigate complexity and community needs.
- » Manage financial processes of operational budgets, including budget monitoring, expenditure tracking, and adherence to Council's financial, procurement procedures and reporting requirements.
- » Use financial insights to guide service planning and continuous improvement, ensuring programs and initiatives are cost effective, sustainable and aligned with strategic outcomes.

General

- » Through leadership and example promote Casey's values of Dream Big, Empower Each Other and Make our Community Proud.
- » Casey City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse. It is expected that the successful incumbent of this position will adhere with the above statement whilst completing their duties.
- » All positions are required to assist Council to meet its responsibilities under the Emergency Management Act 2013 which may include contributing to emergency management planning and undertaking activities to support the delivery of response, relief and recovery services to the community.
- » This position may require occasional weekend and evening work as part of the ordinary hours of duty consistent with the Youth Services activities in line with its Strategic Service Plan. Occasional weekend and evening work according to a roster, that will be provided in advance with reasonable notice.
- » This position is not required to participate in an on-call roster and retains the right to disconnect. However, the incumbent may elect to undertake after-hours contact, for which they will be reimbursed in accordance with Council's on-call remote response (cl. 21.11.1 (a)) provisions.

3. Occupational Health & Safety Responsibilities

- » Take reasonable care for the health and safety of yourself and others in the workplace.
- » Ensure hazards, incidents, near misses and injuries are reported immediately.
- » Support activities taken by the organisation to comply with OH&S legislation.
- » Ensure only authorised, adequately trained staff undertake assigned tasks.
- » Develop new work procedures, as required, in consultation with relevant persons.
- » Provide appropriate facilities for safe storage, handling and transport of work-related materials and equipment.
- » Actively participate in the planning and execution of Return to Work plans for employees.

4. Risk Management

- » Risk Management – Employees must comply with risk management policy and procedures.

5. Accountability and Extent of Authority

- » Positions in this Band may manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.
- » In positions where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets, with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- » In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.
- » Few positions in this Band are primarily involved in policy development. Where they are, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- » Many positions have formal input into policy development within their area of expertise and/or management.

6. Judgement and Decision Making

- » The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent.
- » The work may involve improving and/or developing methods and techniques generally based on previous experience.
- » Problem solving may involve the application of these techniques to new situations.
- » Guidance and advice are usually available.

7. Management Skills

- » Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- » Where management of employees is part of the job, understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee development.

8. Interpersonal Skills

- » Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of employees.
- » Ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

9. Specialists Skills and Knowledge

- » Typically these positions require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- » All positions require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.
- » Some positions, particularly those where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.

10. Inherent Physical Requirements

- » Frequent use of computer, keyboard and mouse.
- » Communicate clearly.
- » Drive a vehicle.
- » Ability to lift bend twist whilst packing and unpacking equipment.
- » Ability to board and alight from the Mobile Youth Information Centre (bus) and Youth Services Van.
- » Ability to erect, with assistance from the driver, an awning attached to the side of the Mobile Youth Information Centre (bus) and then once transitioned out, the Youth Services Van.
- » Eyesight and hearing sufficient to enable the incumbent to efficiently supervise young people.

11. Qualifications, Experience and Competencies

- » Tertiary qualification in youth services, social work, community development, public policy, or a related discipline, with a demonstrated understanding of strategic planning or partnership management.
- » Proven experience applying a systems approach to design and deliver complex initiatives, ensuring alignment across multiple stakeholders and achieving sustainable community outcomes.
- » Demonstrated capability in establishing and sustaining strategic partnerships with government, education, industry, and community sectors, including co-designing initiatives that address systemic issues and improve outcomes for young people.
- » Track record in developing and facilitating innovative, youth or community-based programs that deliver measurable social impact, supported by strong skills in monitoring, evaluation, and data-driven decision-making.
- » Strong governance, risk management, and compliance knowledge, complemented by exceptional communication and leadership skills to influence strategy and initiatives across interconnected systems.
- » Proven financial acumen, with the ability to manage budgets, analyse financial information, and make informed recommendations that support strategic planning and effective resource allocation.

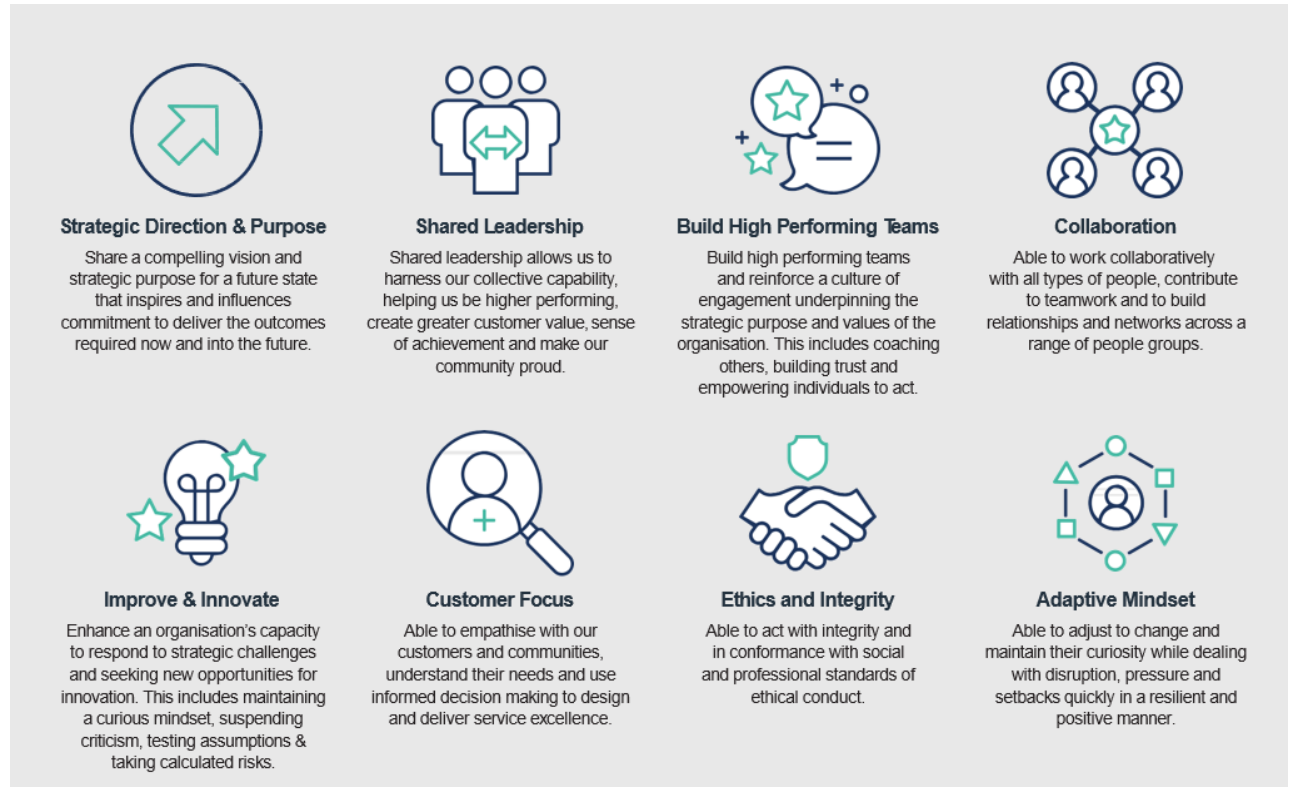
- » Excellent written and verbal communication and influencing skills to engage diverse audiences and achieve consensus.
- » Demonstrated ability to manage staff performance and capability development, fostering a positive team culture aligned with organisational values.
- » Current Victorian Driver Licence and ability to drive a vehicle/van.
- » National Criminal History Check.
- » Working with Children Check.



THE CITY OF CASEY CAPABILITIES

The Capability Framework aims to clarify the capabilities needed to enhance organisational effectiveness today and develop a workforce that is future-ready for continued growth, able to meet evolving demands from the communities they serve.

The City of Casey has a Capability Framework consisting of 8 core capabilities.



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