

Position Description



Title

Position Title:	Team Leader Youth Development
Classification:	Band 7
Directorate:	Sustainable Communities
Department:	Community Life (Youth Services Unit)
Approved by:	Manager Community Life
Date approved:	September 2026

1. Position Overview

Hobsons Bay Youth Services

Hobsons Bay City Council's Youth Services Unit delivers a variety of programs, events activities and support options for young people aged 12 to 25 years from across the municipality, as well as capacity-building programs for their families and other stakeholders.

The Business Unit is an integrated multidisciplinary service, and comprises three service streams:

- Youth Development (including schools engagement)
- Youth Support (counselling and mental health initiatives)
- Capacity building (working with parents, carers, families, schools and others)

Youth Development

The **Team Leader Youth Development** is a senior leadership role within the Youth Services Unit, leading a team of generalist youth services professionals to deliver programs, events, activations and services that meet the developmental needs of young people to build their resilience. The team also works in partnership with other stakeholders in young people's lives to build their capacity to support their young person/people or students/clients.

This role carries a partnership and development responsibility, including coordinating the local youth sector network, identifying and maintaining partnerships to provide collaborative responses to the changing needs of young people and supporting others internally to work constructively with young people.

The position may evolve and change over time so the incumbent will need to be adaptable to the needs of young people, our community and our organisation within the broad scope of the position.

2. Position Objectives

This position provides senior specialist leadership in the effective, efficient, safe and contemporary design and delivery of generalist youth services in Hobsons Bay, to enable young people to participate, be heard, to contribute, be supported and be valued.

People and operational leadership

This position leads direct service delivery, via management and coordination of a team of youth services professionals (youth workers) to ensure high standards of performance and service delivery of prevention and early intervention programs and services for young people.

- The role is responsible for the effective and efficient guidance in the day-to-day coordination and operation of the team. This includes practical and relevant supervision, debriefing, guidance, coaching and mentoring to staff to ensure the smooth scheduling, resourcing and staffing of programs and services.
- Integrate and monitor strength-based, best practice of youth work across the team, including Youth Participation models, Youth Development principles, alignment to the *YACVic Code of Ethical Conduct* (or others that may supersede this) and the *Victorian Child Safe Standards* at all times and in all elements of work
- Build and maintain a cohesive team, particularly a sense of trust and reliability to each other and with young people, ensuring an integrated service culture within the business unit
- Lead the recruitment, selection, orientation, rostering and ongoing training of the team (including casuals and student placements), and support staff in their performance plans and reviews including career development opportunities
- Contribute to the Youth Services Leadership team, to ensure a consistent, reliable and trusted Business Unit both externally and internally.

Portfolio leadership – Youth Development

This position is responsible for the provision of a comprehensive generalist youth service that aligns to the current Council Plan and Municipal Public Health and Wellbeing Plan and provides empowerment, recreation and social opportunities, constructive activities, skill development and wellbeing outcomes for young people.

- Lead the operational management of the delivery of youth programs, events, activities, communications and initiatives, that are relevant, reliable and well attended
- Oversee a schedule/roster of programs, events, activities, and initiatives that are well planned in advance, actively and appropriately promoted, evaluated and developed through continuous improvement processes.
- Lead the team to enable inclusive participation by young people with diverse interests, backgrounds and needs across the whole municipality through effective communications planning, marketing and meeting participation targets.
- Manage risk and develop systems and practices to provide a transparent, safe and well managed environment for young people at programs, events and activities
- Work closely with the Coordinator and other senior staff in the business unit to plan and evaluate service models, operational systems, policies and processes, and proactively identify service responses and changes
- Prioritise internal and external partnerships and collaborations where they are relevant, including planning and delivery of an internal community of practice, and an external local professionals network that demonstrates outcomes for young people via local-sector service responses and information sharing
- Manage external funding and contracts, including grant applications, preparing reports for Coordinator and/or Manager approval, delivery of targets, adherence to conditions and applying for new opportunities where it aligns to local needs or service outcomes.

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- Play a leadership role in youth consultation and engagement, and provide timely and well-informed advice and evidence-based responses to support advocacy on the needs of young people
- Ensure marketing and communications for the business unit are accurate, effective, relevant and timely across different platforms and in print, and where relevant represent the team at internal or external forums and working groups
- Contribute to organisational business management practices, including regular reporting, annual planning, financial management, performance management, plans and policies development
- Perform other tasks and duties within scope of the role, qualifications, skills and experience as required.

3. Organisational relationships

Internal	External
• Team Leaders and other officers / teams across Council including but not limited to Economic Development, Community Development, Libraries and Service Hubs, Sustainability, Finance, Risk, OHS	• Young people • Supporters of young people including parents/ carers, families, school staff and Principals • Community organisations • Existing and potential community partners •
Reports to:	
• Coordinator Youth Services	
Supervises	
• Senior Youth Development Officer/s, • Youth Development Officer/s, • Schools Engagement Lead, • Casual Youth Workers, • Student placements • Volunteers and young people as required	

4. Position Characteristics

Accountability and Extent of Authority

Manage resources and/or provide advice to or regulate customers and/or participate in the development of policy.

The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

Provide specialist advice to or regulate customers, the freedom to act is subject to professional and regulatory review. The impact of decisions made, or advice given, may have a substantial impact on individual customers or classes of customers.

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed. All positions in this Band would have an input into policy development within their area of expertise and/or management.

Judgement and Decision Making

Essentially problem solving in nature. The nature of the work is specialised with methods,

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procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.

In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist Skills, Knowledge and Experience

Positions level require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.

Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates is required.

Knowledge of, and familiarity with, the principles and practices of budgeting and relevant accounting and financial procedures may be required.

Management Skills

Positions require skills in managing time, setting priorities and planning and organising own work, and where appropriate, that of other employees so as to achieve specific and set objectives in the most efficient way within the resources available and within a set timetable, despite conflicting pressures.

Positions require an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes, and contribute to the development and implementation of long term staffing strategies.

Interpersonal Skills

Positions require the ability to gain co-operation and assistance from customers, members of the public and other employees in the administration of broadly defined activities, and to motivate and develop employees.

Employees must be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Qualifications and Experience

The skills and knowledge needed for entry to Band 7 are beyond those normally acquired through tertiary education alone and would be gained through completion of a degree or diploma course with several years of subsequent relevant experience.

Skills and knowledge might be acquired through higher formal qualifications, either in the field of specialist expertise or in management, together with a shorter period of experience, or they might be acquired through lesser formal qualifications with extensive relevant experience.

5. Key Selection Criteria

- Tertiary qualifications in youth work, community development, recreation, arts, psychology, humanities or a related discipline together with further study, training and demonstrated knowledge of youth development and substantial relevant experience in a similar field.

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- Demonstrated ability to meet the inherent compliance requirements of the role including qualifications, experience, relevant checks, licences, certifications and accreditations.
- Demonstrated experience in the operational planning, delivery, evaluation and reporting of youth/ community-facing services, ensuring delivery of high quality, contemporary services, aligned to best practice – this includes comprehensive application of the *YACVic Code of Ethical Practice for youth workers*, and familiarity with leading a service or team in line with the *Victorian Child Safe Standards*.
- Significant experience in people and team leadership in fast-paced high service delivery operations, with demonstrated ability to lead, support, coach, debrief and coordinate people and resources.
- Demonstrated experience in developing and maintaining strategic partnerships that add value to the service model and broaden the pathways and connections for service users, including internal relationships across teams.
- Strong and demonstrated administrative, risk management and organisational skills, including ability to plan, manage, budget and evaluate/ report on programs, events, policies, grant applications, action plans and strategies through consultation and an evidence-based approach
- Demonstrated positive and proactive approach to work and people management, with an ability and enthusiasm to work collaboratively as part of the Youth Services leadership team to make timely and well considered team and service decisions.
- Qualifications, training, or experience in Alcohol and Other Drugs, mental health or related support services is desirable.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

Required

- Youth Mental Health First Aid certification – or ability to obtain within 6 months of commencement
- Current First Aid and CPR qualification – or ability to obtain immediately
- Current Victorian Drivers Licence
- Current Working with Children Check.
- Current and valid working rights for Australia
- Ability to satisfactorily pass a national police check (and where necessary an international check)

Physical

Daily work will mostly be performed in an office environment, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

AND at times

Work will be performed in indoor and outdoor environments, as such:

- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach,

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bend, climb, lift and pull using safe manual handling practices – for example may be required to help set up program rooms or venues for events.

- You will be exposed to conditions normally encountered in indoor and outdoor environments.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.
- Ability to lead and support staff during fast-paced periods and with competing priorities, managing workloads, outputs and support wellbeing as needed
- Ability where required to support and debrief staff on events that may include child protection or reportable conduct reporting.

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