

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Team Leader Youth Development	Level	7
Business Unit	Community Development & Library Services	Position Number	00182
Directorate	Planning & Community Development	Date Established	June 2006
Reporting to	Coordinator Community & Youth Development	Date Updated	November 2024

2. KEY OBJECTIVES

- Provide specialist advice, direction and coordination of initiatives and projects relating to youth development in line with the City's strategic and business plans.
- Lead, coordinate and monitor the operations of the Youth Development team.
- Initiate, plan, promote, implement and review youth development programs, services and events that reflect the needs of local young people and the community.
- Conduct research, develop reports, and provide advice on the delivery of youth development programs and services and the changing expectations and needs of the community.
- Identify, develop and maintain effective and collaborative partnerships (internally and externally) to leverage opportunities to achieve shared goals and foster innovation and best practice in the delivery of the City's youth development plans.

3. KEY ACCOUNTABILITIES

- Ensure youth development programs, services and events are developed and delivered in accordance with the City's strategies, plans, policies, procedures and adopted practices, budgets, and relevant legislation.
- Provide professional advice that is accurate, timely and reflective of contemporary youth development trends.
- Undertake community consultation activities as required and ensure compliance with the City's Community Consultation and Engagement policy, procedures, and timeframes.
- Ensure all project work is undertaken in accordance the requirements of the City's Project Management Framework.
- Implement and promote child safety and wellbeing by promoting child safe messages in City venues as the designated Child Safety Officer and ensure the National Principles for Child Safe Organisations are embedded in organisational leadership, governance and culture at the City.
- Ensure people management activities are undertaken in accordance with the City's relevant legislative requirements and City policies and procedures.

- Ensure financial activities are undertaken in accordance with City policies, procedures, and processes.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols, and practices.
- Ensure customer service is delivered in accordance with the City's Customer Service Charter and relevant policies and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City policies, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES
<p>Outcome: Consultation</p> <ul style="list-style-type: none"> • Develop and maintain effective stakeholder relationships with local governments, educational institutions, service providers and within the youth development field. • Keep informed of contemporary youth issues and industry trends and actively and effectively interpret and communicate that knowledge. • Actively engage with local community groups and service providers to enhance the delivery of youth development to the Joondalup community. • Provide a specialist advisory service to City business units, members of the community, services and other bodies on issues relating to public space, young people, and their families. <p>Outcome: Youth Development & Project Management</p> <ul style="list-style-type: none"> • Research, analyse and recommend activities associated with the development, implementation and evaluation of youth programs and services, and operations, including new program initiatives and continuous improvement projects. • Assist with the strategic plan for future delivery of youth development operations at the City. • Prepare reports, business cases, memos, proposals, project and risk management plans. • Provide leadership, direction and oversight to the sub-unit's development, delivery and review of approved plans, policies, programs, services, events, and activities. • Coordinate the response to escalated issues on a day-to-day basis, after hours and provide advice on resolutions. • Coordinate the day-to-day administration and operations. • Advocate and promote to all stakeholders' practices that ensure the safety and wellbeing of children and young people as detailed in the National Principles for Child Safe Organisations. • Operate within the policies, practice principals, strategic goals of the City and the Code of Ethics for Youth Workers in WA applying these principles to youth work practices. • Coordinate day to day administration within the Community Development sub-unit. • Manage incoming and outgoing grants, including all reporting and acquittal processes. • Plan, develop and review policies and procedures relating to the delivery of community programs and services to the local community. • Undertake other duties as required within the scope of this level and in accordance with skills, knowledge and experience. <p>Outcome: Financial Management</p> <ul style="list-style-type: none"> • In conjunction with the Coordinator Community and Youth Development, develop the annual budget including fees and charges review for the Youth Development sub-unit. • Monitor, review and report on budget income and expenditure to ensure conformity with budget outcomes.

- Identify and purchase goods and services for program operational requirements, prepare and process financial documentation to meet the City's financial reporting requirements.
- Prepare and deliver monthly financial reports considering up to date income and expenditure tracking and consideration of trends and variations.
- Manage Youth Development assets, fleet and resources efficiently and cost effectively.

Outcome: People Management

- Undertake recruitment and selection processes.
- Ensure employees work in a safe manner according to WHS procedures and protocols.
- Employee management, supervision, leadership, coaching and training, including on the job.
- Monitor and manage performance of employees by providing appropriate feedback.
- Implement and support City EEO initiatives to promote understanding and compliance with EEO legislation, practices, and City policies.
- Actively promote the City's commitment to diversity and inclusion.

Outcome: Project Management

- Lead the development, management and improvement process of projects and events that meet the objectives of the City, including, conferences and workshops.
- Develop project plans including the scoping, establishment of deliverables and objectives, budget, scheduling, communication plans and risk management.
- Undertake project monitoring and prepare relevant project reporting documentation.
- Oversee projects in accordance with agreed scope, timeframes and budgets and prepare relevant project reporting documentation.
- Plan, develop and review policy and procedure relating to the delivery of the sub-unit's projects, services and events.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Leadership, coaching, and people management.
- Interpersonal skills to identify, address and progress youth issues toward positive outcomes and build mutually beneficial relationships with all stakeholders.
- Analytical, problem solving and research skills, including the ability to initiate, influence, monitor and evaluate new and existing processes and strategies.
- Business planning, organisation, time management skills, with the ability to set priorities and manage multiple competing deadlines.
- Project management, change management and community consultation and engagement.
- Written and verbal communication skills, including report writing skills.
- Computer literacy including Microsoft Office.
- Financial management and budgeting skills.
- Customer service skills.

Knowledge:

- Contemporary youth development principles and practices in the provision of youth services, youth development and capacity building programs.
- The development and monitoring of financial budgeting processes.
- Project management processes.
- People management and WHS principles and practices.

Experience:

- The effective review, planning and presentation of youth development plans and programs.
- Community consultation and engagement.
- Project management.
- People management including supervising, leading teams and performance.
- Management of facilities and resources.
- Preparation, monitoring and reporting of financial indicators and budgets.

Qualifications / Clearances:

- Tertiary qualification in Community Development, Youth Work, Social / Behavioral Sciences, Business Administration, or other relevant qualification or equivalent experience.
- Current satisfactory Working with Children Check (WWCC)
- Current WA 'C' Class Driver's Licence.
- Current National Police Certificate (no more than three months old).

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy, within budgetary constraints and within approved levels of service, in establishing the operations of a work area or establishing work programs.
- Sets outcomes for the work area and employees for which they are responsible to achieve the objectives of the Business Unit and City.
- Undertakes a range of duties within the work area including problem definition, planning and the exercise of judgment.
- Complex decisions using research and judgement; high level of initiative used to collect and analyse information.
- Decisions can have a high impact on Business Unit or across the organisation.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction.

Internal:

- All other Business Units.

External:

- Young people and their families.
- Residents, and the public.
- Local service providers including community groups and educational institutions.
- WA Police and Juvenile Justice teams.
- Contractors, suppliers and funding bodies.
- Other local governments, government departments and industry bodies.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	14 (plus casuals)
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