



### Position Details

<b>Position title:</b>	<b>Maternal and Child Health Team Leader</b>
<b>Award Classification:</b>	MCHT-2
<b>Department:</b>	Family, Youth and Children
<b>Division:</b>	Community Wellbeing
<b>Date Approved:</b>	January 2026
<b>Approved By:</b>	Manager Family, Youth and Children

### Organisational Relationships:

<b>Reports To:</b>	Coordinator MCH
<b>Supervises:</b>	Maternal and Child Health Nurses
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	State Government Departments and representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

### Position Objectives

In consultation with the Coordinator Maternal and Child Health, this position will lead and coordinate, supervise, provide clinical guidance to the team of Universal Maternal and Child Health Nurses (MCH) enabling the team to meet the required standards and guidelines for the City of Port Phillip, funders (Department of Health) and the various Codes of Conduct as specified in the MCH program standards. This role will drive collaborative practice and integrated service delivery, service improvement and excellence to the community.

The three main objectives of the role are:

#### Leadership and Staff Management

- The position provides leadership to ensure that MCH nurses share responsibility and are held accountable for client assessment and care, minimising risks to service users and engaging in practices to continuously monitor and improve the quality of clinical practice and care.
- The position promotes a 'just' culture within the MCH services which emphasises the benefits of openness, transparency and accurate reporting and the link to ongoing learning and professional development.

### Our values

Working together  
Performance

Creative and strategic thinking  
Courage and integrity

Personal growth  
Accountability, Community First

**Strategic Service Planning and Development**

- The position will collaborate with Family, Youth and Children colleagues to ensure Maternal and Child Health nurses demonstrate a model of practice which recognises the interdependence of the physical, social, and psychological health of young children and their families and which has an integrated, community development focus.

**Specialist Liaison and Advocacy**

- The position will demonstrate a commitment to clinical governance excellence to improve clients' experience of health care and wellbeing services and minimise risk in the MCH service.

## Key Responsibilities and Duties

**Accountability and Extent of Authority**

- Accountable for leading the day-to-day operation and organisation of Maternal and Child Health.
- Positively represent Port Phillip City Council and advocate on behalf of the organisation and enhance and maintain confidence in local government.
- Ensure the safety and wellbeing of customers using the service through the provision of responsive evidence-based programs and activities.
- Perform additional duties as directed by Family and Children's department leadership team.
- Demonstrate personal and professional integrity consistent with the City of Port Phillip values.
- The effect of decisions and actions taken may be significant but is subject to professional and regulatory review.
- Be accountable for own decisions and actions and those of the MCH Service Universal team.
- As part of the MCH management team responsible for ensuring that the MCH Service meets State Government, legislative and professional requirements.
- Follow mandatory reporting guidelines under AHPRA nurses and midwifery code of conduct for child protection issues, accountable for working within the City of Port Phillip Policy and Procedure regarding mandatory reporting, required to work cooperatively with DHHS identified services and other professionals to keep children safe.

**Judgement and Decision Makin**

- Make decisions on matters which are the responsibility of the position within delegated authority, legislative requirements, established policy or recognised standards.
- Work may involve improving and/or developing methods and techniques generally based on evidence-based practice guidelines, theory or previous experience.
- Judgement and decision making related to operational and procedural requirements is defined through Department of Health, Council and professional guidelines, procedures and policies.

- Consultation with the management is required in any situation which may have legal or reputational implications.

### **Specialist Skills and Knowledge**

- Sound knowledge of MCH practice including up-to-date theoretical and practical knowledge of family and child health and development.
- Demonstrates an in depth understanding of legislation and guidelines affecting MCH practice, in addition to an understanding of council policies and policy direction will be required.
- Ability to work in partnership with families to assess the health and status of the child, then plan with and link to relevant services, is required.
- Commitment to upholding social justice principles and workplace diversity.
- Understanding of service provision within a Local Government context and a broader community services setting.
- Ability to recruit, select, lead, and provide supervision to, professional team.
- Be up to date with contemporary issues and practice. Provision of guidance and specialist advice regarding early years, to the Family, Youth and Children Department, to the community, and actively leads the implementation of an Integrated Service practice to multiple stakeholders, internal and external.

### **Management Skills**

- Support staff to work in partnership with others in the Family, Youth and Children Department, as well as broader key community agencies.
- Ability to plan and organise work of self and other employees when required.
- Ability to lead staff and facilitate a team approach to the delivery of innovative, integrated services.
- Ability to create, use and interpret statistical and financial reports regarding MCH service performance.
- Effectively present practice or service concerns and issues to management in a timely and objective manner and work in accordance with organisational policies and procedures.
- Conduct investigations (in consultation with MCH Coordinator) associated with complaints and incidents including the development and implementation of controls and prevention actions.
- Ability to guide staff to work in accordance with the work requirements as detailed in the MCH practice guides, standards and procedures.
- Ability to clearly identify articulate, and present performance expectations to team members.
- Contribute to the resource planning for the current and future MCH progressive universalism service.
- Lead the mentoring/graduate MCH nursing program to increase retention and satisfaction of MCH team.
- Implement human resource practices including EEO, OH&S, training and development, performance management.

## Interpersonal Skills

- High level communication written and oral skills.
- Ability to write clear and concise reports.
- Ability to communicate effectively with individuals and families from diverse cultural, social and economic backgrounds, as well as with the range of other organisations involved.
- An understanding of consultation processes and a commitment to child, family and community participation in decision-making and service development.
- Ability to liaise confidentially with internal and external service users, multi-disciplinary professionals and community groups.
- Organisational change strategies and policies are communicated effectively to team members.
- Team members' queries and concerns are recognised and discussed in a positive and non-threatening manner.
- Ability to effectively communicate the operational implications of legal requirements and oversight implementation of delegated responsibilities at individual and team level.
- Ideas to improve work practices are discussed and clarified with team members.

## Qualifications and Experience

- Current registration as a General Nurse and Midwife with the Nursing and Midwifery Board of Australia in partnership with Australian Health Practitioner Regulation Agency (AHPRA), registered midwives holding an accredited post-graduate qualification in maternal and child health nursing.
- A current Working with Children's Check.
- Current Driver's Licence.
- Experience in Local Government or other relevant setting.
- Police Check (will be arranged by Port Phillip Council). A complete international criminal history check is required if the person has worked or lived overseas for any period OR a complete national criminal history check is required if the person has only ever worked in Australia.

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of

responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments. Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

- **1. Leadership and Team Management**

Demonstrated ability to lead, motivate, and support a multidisciplinary team. Experience in fostering a positive team culture, managing performance, and promoting professional development.

- **2. Clinical Expertise in Maternal and Child Health**

Extensive knowledge and experience in maternal and child health nursing, including evidence-based practice. Ability to provide clinical guidance and ensure high standards of care. Knowledge of Legislation, Policies, and Standards that guide MCH service delivery.

- **3. Strategic and Operational Planning**

Proven skills in planning, implementing, and evaluating programs and services. Ability to align team objectives with organizational goals and community needs.

- **4. Communication and Interpersonal Skills**

Strong ability to communicate effectively with staff, families, and stakeholders.

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Skilled in conflict resolution, negotiation, and building collaborative relationships.

- 5. Problem-Solving and Decision-Making**

Demonstrated capacity to analyse complex issues, make informed decisions, and manage risk. Ability to respond effectively to challenges in a dynamic health environment.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*