



Position Details

Position title:	Middle Years Team Leader
Award Classification:	Band 7
Department:	Family, Youth and Children
Division:	Community Wellbeing and Inclusion
Date Approved:	August 2024
Approved By:	Executive Manager Family, Youth and Children

Organisational Relationships:

Reports To:	Coordinator Middle Years & Youth Services
Supervises:	The Middle Years team, which includes Adventure Playground Workers, Middle Years Officers, and Middle Years Program Facilitators.
Internal Stakeholders:	Council Employees and Managers, Executive Team, and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants, contractors, local young people, and local organisations.

Position Objectives

The Middle Years Team Leader role is a specialist position within our Family, Youth & Children Department. In the role you will need to possess exceptional problem-solving skills, a proactive approach to challenges, and a commitment to delivering high-quality services. Flexibility to work weekends or be on-call as needed is essential.

- Manage operations, safety, and program compliance at two Adventure Playground sites, while also developing and implementing community engagement initiatives both there and in various community settings.
- Lead the middle years team and relevant stakeholders in continuous improvement, program evaluation, policy and procedure review, and advocacy, setting the direction for the team.



- Deliver innovative program and partnership opportunities pertaining to young people and families in recreation and engagement settings.
- Report on program achievements, participation levels, challenges, and opportunities.

Key Responsibilities and Duties

Leadership and staff management

- Provide leadership and coordination of Middle Years services, programs, and projects for young people across the municipality, aligned to Council priorities and Department Plan, and in line with organisational business requirements (such as finance, reporting, risk).
- Manage the operations and delivery of Middle Years services by providing robust support and supervision to a diverse team of full-time, part-time, and casual staff. This includes efficient rostering, comprehensive performance management, thorough debriefing, and targeted team development initiatives.

Strategic Service Planning and Development

- Implement and develop the continuous improvement and evaluation processes, including effective communications and advocacy opportunities.
- Analyse and translate data and information (including program participation data and broader trend analysis) through the reporting mechanisms to identify current and future service planning needs and identify strategies to meeting these needs in line with contemporary best practice and the latest sector knowledge.

Specialist liaison and advocate

- Establish and maintain strong relationships with key stakeholders within the Middle Years sector (and others such as education, housing/homelessness) at a local, regional, and state level as appropriate to operations, policy, and best practice context for CoPP's Middle Years services, including facilitation of appropriate networks meetings and events.
- Proactively participate, lead, and advise internal stakeholders on the needs, development, culture, and engagement of young people to inform current and future priorities of Council, and engage people who champion/advocate for the Middle Years demographic across all levels of the organisation.

Accountability and Extent of Authority

- Directly supervise the members of the Middle Years team, including recruitment, supervision, team development, individual performance (planning and management), cessation – including volunteers and student placements and casual staff.
- Manage the Adventure Playgrounds, exercising the authority to provide direction and specialist advice.
- Responsible for successful service planning, continuous improvement, evaluation, and policy review.



- Have oversight of all Middle Years operations, including but not limited to budgets relevant to operations, and reporting to the coordinator as required; OH&S and Risk Management.

Judgement and Decision Making

- Provide strategic and specialist advice and direction, in consultation with the coordinator, to the organisation, and external stakeholders on young people.
- Exercise independent judgement on all Key Responsibilities and Duties within delegated authority and policy, regulation, and legislation requirements, seeking support or advice as required.
- High level problem solving, risk management and initiative, relevant to the seniority and the specialist/advisory nature of the role, and the leadership of staff and others.

Specialist Skills and Knowledge

- Understanding of child development and issues for socially disadvantaged children and young people in a recreation setting, utilising a strengths-based approach to support program/service development.
- Experience in management of younger year services (as well as program and project management), including planning, continuous improvement, and evaluation.
- Extensive experience in staff and team management, with well-developed strategies for team development, motivation, supervision and managing people in dynamic and changing environments.
- High level communication and management skills, including strong verbal and written capacity, and well-developed negotiation skills.
- The ability to advocate within a large, diverse organisation and gain support from others.
- A collaborative approach to service delivery and outcomes.
- Sound analytical thinking skills to support strategic service planning and needs based program planning.

Management Skills

- Demonstrated ability to prioritise, manage own time, plan and organise own work, and oversee the performance and deliverables from others.
- Contribute to the development and implementation of long-term strategies, developments, and priorities, including staffing and outcomes from change management processes.
- Experience in managing multiple priorities and multi-disciplinary/ multi-specialist teams with ability to deliver successful outcomes.
- Understanding of and ability to effectively implement business practices, including service business improvement techniques, financial management (budget planning,



reporting and problem solving), human resource practices (including. EEO, OH&S, Training & Development, Performance Management) and others as required.

Interpersonal Skills

- Well-developed verbal skills and ability to gain cooperation and assistance from multiple or diverse audiences and parties, including those who present as negative or difficult to engage.
- Strong written communication skills to cater to different and diverse audiences, including communications to young people, the youth sector, staff communications, public relations or other forms as required.
- Recognised leadership skills that are motivational to others and contribute to successful results.
- Ability to present and communicate to all levels within an organisation, including management and decision makers.

Qualifications and Experience

Academic:

- Formal and completed tertiary qualification in Youth Work or a qualification involving working with young people, for example, a qualification in a Social Science or Human Service Management Discipline, and

Experience:

- Significant relevant experience in management and responsibility of youth services delivery (as well as program and project management), including operations, planning, continuous improvement, and evaluation.
- Extensive experience in staff and team management, particularly in a dynamic and changing environment.

Mandatory Requirements

- Current full Victorian Driver's License
- Current Working with Children Check
- Current Level 2 First Aid Certificate
- Police Check results that are suitable for this position (will be arranged by Port Phillip Council)



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

- Demonstrated experience in service management involving innovative program planning/evaluation and service development for young people. Youth/Community Centre management is desirable.
- Experience in overseeing service areas and resourcing, providing well-considered/evidenced strategic direction, including the ability to analyse complex situations, develop creative solutions, plan, and achieve outcomes.
- Significant experience in leading others in continuous improvement initiatives as well as manage workload, competing demands, corporate requirements, and community process expectations within timelines.
- Commitment to a culture of child safety and an understanding of the legislation, guidelines and practices that deliver on this commitment.
- Excellent interpersonal and communication skills to gain cooperation and foster strong connections building internal and external partnerships – including collaboration with other service providers and community organisations to deliver diverse services and programs across community.
- Proficient in the use of Microsoft Office and IT systems including procurement, budgeting, record keeping.

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.