

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Manager Children's and Youth Services
Reporting To	DIRECTOR COMMUNITY SERVICES
Classification	Full time – fixed term contract
Level	Level 9
Location	Alice Springs with travel to other locations as required

OBJECTIVES OF THE POSITION:

Operating under the supervision of the Director Community Services and in accordance with Regional Council corporate plans, policies, relevant legislation and funding requirements, this position is responsible for managing the Council's Youth and Children's Services programs to the communities within the Council.

DUTIES AND RESPONSIBILITIES:

- Strategically manage the development, implementation and evaluation of Council's Children's Youth and Recreation Service programs including financial, human resource and contract management requirements
- Coordinate the recruitment of all Children's, Youth and Recreation Service staff across Council, in partnership with Human Resources
- Provide professional support and coordinate the induction, training, performance management and professional development of all Children's, Youth and Recreation Service staff
- Oversee the facilitation of a range of child, youth and family friendly recreation programs that include but are not limited to playgroups, childcare, youth activities - including sports and arts programs, and recreation programs targeting the broader community ensuring that continuous improvement processes are implemented
- Ensure that effective, efficient and courteous service is provided to all service users and the community
- Ensure all Children's, Youth and Recreation Service staff operate in a safe workplace in compliance with Council policy and legislation, and respond effectively when issues arise that may impact on the safety of staff and clients
- Ensure that all Children's, Youth and Recreation Service staff are aware of and have access to up-to-date work instructions and position descriptions that are consistent with Council and funding body policies and procedures and Occupational Health and Safety Regulations.
- Foster cooperative and collaborative relationships with, and if relevant build capacity of, key stakeholders within the child, youth and recreation services sector in the region
- Establish and administer the effective collection and reporting of information on community needs, current levels of client satisfaction, industry best practice and government policy and funding trends in relation to youth, children and recreation services

- Ensure that all Children's, Youth and Recreation Service reporting is compliant with funding body requirements
- Contribute to the development of Council's strategic plans and internal reporting processes as required
- Effectively contribute as a member of a team and promote a safe and harmonious work environment
- Perform other duties as directed by the Director Community Services

SELECTION CRITERIA:

Essential

1. Tertiary qualifications in a related field at a minimum Bachelor level or equivalent
2. An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment
3. Demonstrated extensive practical experience in the delivery of community services and programs in remote Indigenous communities
4. Demonstrated experience in financial, human resource and contract management including the ability to prepare, monitor and manage large program budgets
5. Demonstrated understanding of child and youth development principles and how this informs service development and delivery
6. Demonstrated high level understanding of and experience in asset based community development theory and methodology.
7. High level analytical, interpersonal and written communication skills including the ability to effectively liaise, consult and negotiate with a diverse range of stakeholders, produce complex reports and interpret contracts, policies, guidelines and legislation
8. Demonstrated leadership qualities including an ability to manage, motivate and develop a team with diverse backgrounds, experiences, educational attainment and qualifications
9. Demonstrated sound decision making skills including an analytical approach to problem solving
10. Demonstrated understanding of developing and implementing communication strategies.
11. Sound knowledge of Work Health & Safety requirements

Desirable

1. Previous experience in a remote local government setting