

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>POSITION TITLE:</b>	<b>TEAM LEADER, YOUTH AND COMMUNITY SAFETY</b>
<b>LEVEL:</b>	<b>LEVEL 5</b>
<b>STREAM:</b>	<b>CLIENT</b>
<b>PROGRAM:</b>	<b>COMMUNITY SAFETY, CHILDREN AND YOUTH</b>
<b>SUPERVISOR:</b>	<b>MANAGER, CHILDREN AND YOUTH SERVICES</b>

### OBJECTIVES OF THE POSITION:

Provision of quality support services in accordance with Regional Council corporate plans, agreements, policies and relevant legislation.

### KEY DUTIES AND RESPONSIBILITIES:

- Supervision and oversight of professional support services to internal and external customers and clients.
- Ensuring quality service delivery as per agreed standards and KPIs.
- Ensure Council facilities are clean, tidy, safe and well-maintained.
- Supervise, mentor and train staff, ensuring that Council policy and WHS obligations are applied.
- Provide frequent verbal and written reports on the daily operations of site and program delivery.
- Coordinate materials and resources, ensuring correct procurement practices are applied.
- Ensure tools, plant, facilities, equipment and vehicles are used appropriately and maintained in good working order.
- Ensure safety for yourself and others in the workplace, engage in an effective and proactive health, safety and wellbeing culture.
- Any other reasonable duties delegated by the Supervisor which are within level.

### SELECTION CRITERIA:

#### Essential:

- Qualifications at trade or Cert IV level or extensive relevant experience.
- Demonstrated ability to supervise and direct staff.
- Demonstrated experience in delivery a funded community services program.
- Demonstrated ability to plan program activities including accurately allocating time and resources.
- Demonstrated ability to work within legislative and funding frameworks.
- Demonstrated ability to provide accurate and timely reports on services and activities.
- Demonstrated ability to work as part of a team.
- Knowledge of Work Health and Safety requirements.
- An awareness of issues affecting Aboriginal people in remote locations