

# Youth Programs Team Leader

## Role purpose

To provide strategic direction, coordination and supervision of the delivery of the City of Hobart's Youth Strategy and programs whilst promoting best practice in working with young people across all areas of Council; and working with the youth sector to advocate broadly for the needs of young people in Hobart.

## Role overview

<b>EA and Classification</b>	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 3
<b>Position Description Number</b>	4243
<b>Number of direct reports</b>	4
<b>Responsible for total staff</b>	4
<b>Delegations and Authority</b>	Nil
<b>Budget level</b>	Nil
<b>Division, Unit, Team</b>	Connected City, Community Programs Unit, Youth Programs Team.
<b>Immediate Manager</b>	Inclusive City Program Leader (4245)



## Role accountabilities Key result areas

### Unit

- Coordinate the Youth Arts and Recreation Centre day-to-day operations including financial management, asset management and maintenance, security, bookings, and supervision of staff and volunteers.
- Develop strategic relationships within the youth network for effective programs, resources and support for the youth centre.
- Supervise and develop the Centre staff and volunteers, including recruitment, selection, induction, training, performance management, support and recognition in line with Council policies and procedures.
- Assist in the development of the Youth Programs budget and monitor on a monthly basis through Council's financial reporting systems.
- Supervise and work collaboratively with the Youth Programs team to ensure the efficient, coordinated and proactive promotion, delivery and evaluation of creative, social and recreational activities within the Youth Arts and Recreation Centre.
- Oversee the utilisation of the Centre by regular/casual hirers and tenants including promotion and regular review of associated policies and procedures.
- Maintain a current and broad understanding of issues and concerns relating to young people in Hobart and support the Community Participation Coordinator to lead and promote best practice in working with young people across all areas of Council.

### Leadership

- Provide leadership to Youth Arts and Recreation centre and Staff.

## Qualifications, licences and competencies

### Essential

- Diploma level qualifications in Social Work, Youth Work, Community Services or equivalent and/or demonstrable practical competence acquired through relevant experience.
- Current Registration to Work with Vulnerable People.
- Current Driver Licence.

## Selection criteria

### Knowledge and experience

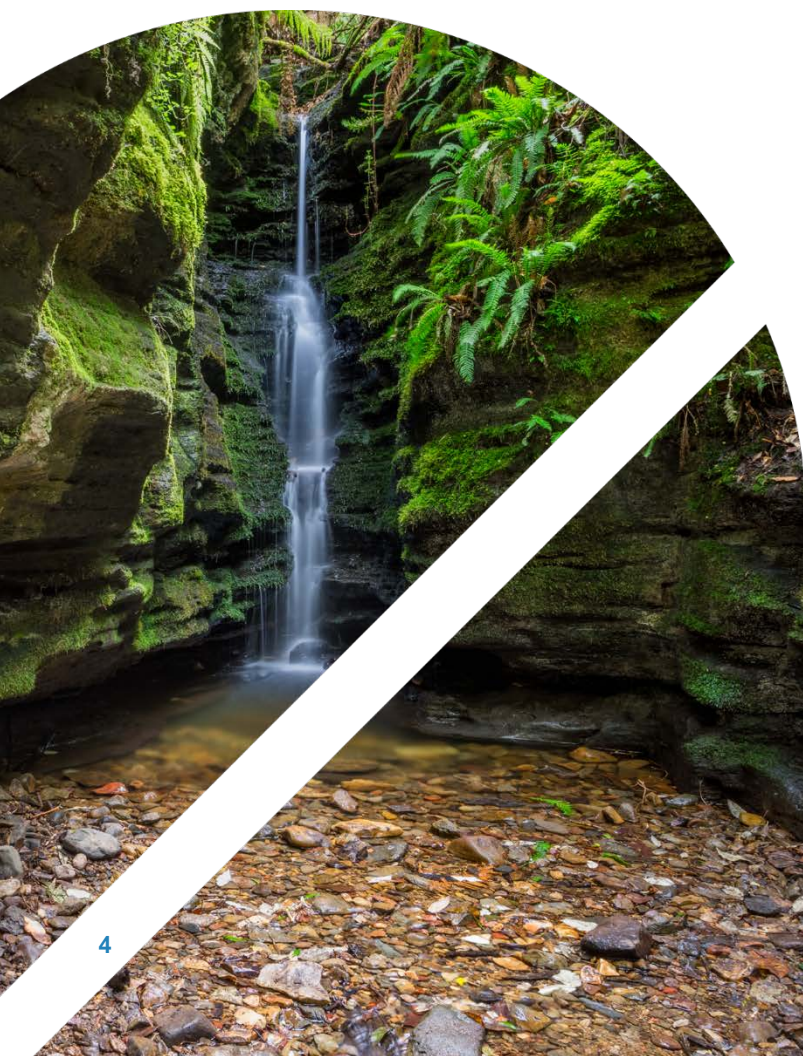
1. Sound understanding of community development practice and the ability to design and deliver initiatives to respond to identified needs of young people in Hobart.
2. Highly developed facility management skills in particular relating to security, asset management and maintenance, environmental health, work health and safety compliance and financial management.
3. Proven ability to supervise, mentor, performance manage, train and develop staff and volunteers.

### Skills and competencies

4. Well-developed interpersonal and communication skills including the ability to build and maintain stakeholder networks, develop reports tailor information to the stakeholder engagement audience.
5. The ability to work autonomously with minimal supervision, using initiative and judgement together with a high level of organisational skills including the ability to manage conflicting and competing demands.

### Behavioural competencies

6. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



## Behavioural Competency Framework

### Our Values

#### People

**Care about people – our community, customers and colleagues.**

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

#### Teamwork

**We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.**

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

#### Focus and Direction

**Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.**

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

## Behavioural Competency Framework

### Our Values

#### Creativity and Innovation

**Embrace new approaches and continuously improve to achieve better outcomes for our community.**

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

#### Accountability

**Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.**

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.



# Behavioural Competency Framework

## Operational

### Safe working practices

**Maintain a safe working environment.**

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

### Policies and procedures

**Comply at all times with policy and protocol requirements.**

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

### Legislative framework

**Works within legislative framework.**

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

### Risk management

**Take a risk management approach.**

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

### Judgement

**Identifies and acts on issues and develops quality solutions, setting high standards of decision making.**

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

## Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Low Risk

### Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

# prin- -cip les



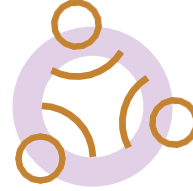
## Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



## Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



## Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



## Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



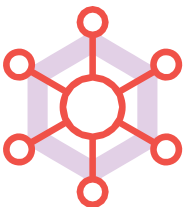
## Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



## Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



## Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



## Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.

