

**1. JOB IDENTIFICATION:**

**Title of Position:** TEAM LEADER COMMUNITY CENTRES

**Business Unit:** COMMUNITY AND CULTURAL CENTRES

**Reports to:** MANAGER COMMUNITY AND CULTURAL CENTRES

**Classification:** MOA6

**2. POSITION OBJECTIVES:**

- Plan for and lead Council's Community Centre team and the provision of a thriving network of community centres that promote community capacity building, social inclusion, participation, connection and community wellbeing.
- Ensure the effective management of Council's three community centres located at Fullarton Park, Clarence Park and Unley.
- Plan, develop and implement community programs, projects and activities based on current and emerging need and in accordance with Council's Corporate Goals and legislative, policy and contractual requirements.
- Liaise with various stakeholders, including elected members, Council staff, peak bodies, Commonwealth and State Government departments, non-Government agencies and community groups to meet the objectives of the community centre program.

**3. KEY RESPONSIBILITIES:**

- Lead the team in accordance with the City of Unley's Organistional Values.
- Ensure the Community Centre team achieves its objectives and the centres are operated effectively and efficiently, ensuring maximum value to the community.
- Manage the lease contract/outsourced management model at Goodwood Community Centre to ensure community outcomes are achieved.
- Oversee the Partnership Agreement in place for Clarence Park Community Centre to ensure outcomes are achieved.
- Provide staff with clear direction, expectations, professional development, performance management and succession planning.
- Develop consistent Community Centre policies, management systems and procedures that support the community centres to align with corporate policies and adhere to relevant legislative requirements.
- Provide advice to the Council and team on how to best meet emerging and identified community needs.
- Develop collaborative relationships between the Community Centres and other key internal and external stakeholders.
- Encourage cooperation and coordination between community centres and relevant community organisations and service providers to foster effective use of resources.
- Actively identify, create and promote opportunities to maximise community participation, involvement and engagement in programs and services.



- Ensure the Community Centre team provides exemplary customer service and effectively responds to customer enquiries and resolves complaints.
- Prepare annual budgets and monitor and report on expenditure and variances against the budget.
- Prepare regular reports on the activities, milestones and achievements of the Community Centres to track progress and celebrate success.
- Lead and coordinate the City of Unley's accreditation through the Australian Service Excellence Standards process.
- Actively seek and secure external grant funding to support Community Centre activities, and report on these as required.
- Represent the Community Centres team at Council meetings, forums, committees and working groups.
- Demonstrate and support the City of Unley's values when working with others and ensure the team operates in a manner consistent with the desired cultural profile of Unley.
- Comply with the City of Unley's Record Management Policy, procedures and practices for all records created and received.
- Undertake other duties associated with the position as required.

**Managers must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.**

#### **Key WHS Responsibilities:**

- Actively participate in leading and implementing programs and initiatives to ensure an effective safety culture where everyone goes home safe and well each and every day.
- Lead the implementation of the City of Unley's WHS Management System within their team/section and support the WHS committees.
- Actively participate and encourage preventative WHS strategies, team meeting discussions and training.
- Lead the early intervention strategies and support injured workers in the return to work (RTW) processes.

#### **SAFE ENVIRONMENT:**








- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

## EQUAL OPPORTUNITY EMPLOYMENT

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

## ORGANISATIONAL VALUES

Actively support and contribute to the City of Unley's organisational values

	<ul style="list-style-type: none"> <li>• <b>Pursue Excellence</b> – we strive for the best in all that we do</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Achieve Together</b> – we deliver results by working together across all of Council</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Demonstrate Integrity</b> – we do the right thing at all times</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Customer First</b> – we understand and deliver on customer expectations</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Be Progressive</b> – we think outside the box to innovate and improve</li> </ul>

**NOTE:** Appointment to this position is subject to successful completion of a pre-employment medical assessment.

## 4. PERFORMANCE AND SKILL REQUIREMENTS:

### a) Qualifications/Experience

#### Essential

- Relevant tertiary qualifications and/or extensive experience relevant to the position.
- Previous experience in a leadership role within a community setting/service.
- Experience in managing, developing and mentoring staff.

**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

#### Desirable

- Driver's License – 'C' Class.
- Previous experience in Local Government.

### b) Knowledge

#### Essential

- Key principles and current practices in community development, community engagement, service delivery, particularly leading practice approaches and models, planning and evaluation.
- Thorough knowledge of the principles and application of effective human resource management.

- Current local, state and federal government policies and trends in the delivery of community-based programs and services.

#### **Desirable**

- Sources of funding and community resources.
- Working knowledge of legislation and governance principles and obligations that affect the area of responsibility.

### **c) Skills**

#### **Essential**

- Highly develop leadership skills, with the capacity to influence others, engender cooperation and facilitate communication between the various departments of Council, community groups, agencies, funding bodies and partners.
- Proven ability to prepare high quality strategies, action plans, policies, procedures and reports.
- Highly developed interpersonal skills to foster positive working relationships and collaboration and the ability to consult, negotiate and communicate with all levels of staff, government and non-government agencies, and the community both verbally and in writing.
- Superior written and verbal communication skills including capability in public speaking, presentation and public relations.
- Effective time management skills.
- Demonstrated ability to effectively prepare, monitor and manage a program budget.
- Ability to review and revise work practices for business improvement.
- Proficiency in the operation of a personal computer, Windows-based software applications (Word, Excel and PowerPoint) and internet technologies.

### **d) Personal Attributes**

#### **Essential**

- A fit for preferred culture aligning with the Human Synergistics constructive culture styles: Achievement, Self-Actualising, Humanistic Encouraging and Affiliative.
- Self-directed, committed and innovative.
- A high degree of personal integrity, reliability and expertise on matters within the area of responsibility.
- Ability to identify, drive and establish strategic directions.
- Ability to effectively influence and motivate others.
- Highly accountable and accepts responsibility.
- Ability to drive organizational change and resilience to embrace change.
- A high level of approachability and openness to consider other points of view.
- Ability to work with people from diverse backgrounds and disciplines.
- A high commitment to internal and external customers and a commitment to continuous improvement,
- A high degree of diplomacy, confidentiality and discretion.
- Willingness and flexibility to work outside business hours when required.



### **e) Responsibilities**

- Managing resources (financial, human and physical) to ensure activities are delivered to plan, within timeframes, quality and budget.

**f) People Management**

- Demonstrated ability to lead, manage and develop people to manage work and resources across a range of complex projects.
- Proven ability to negotiate, motivate, develop and influence others towards common organisational outcomes, particularly when faced with resistance.
- A commitment to ongoing professional development and continuous learning

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By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent: .....

Date: .....

Manager: .....

Date: .....

