



## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader- Maternal and Child Health (MCH)- Enhanced Service		
<b>Classification:</b>	MCH Nurse Team Leader	<b>Status</b>	Maximum Term – Full time
<b>Group:</b>	Community & Planning Services	<b>Business Unit:</b>	Community & Family Services
<b>Reports to:</b>	Coordinator Maternal & Child Health Service		
<b>Direct Reports:</b>	Enhanced MCH Team members including, but not limited to, MCH Nurses, Allied Health Professionals, Family Support Parenting Practitioner	<b>Date:</b>	August 2025

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

- Provide direct leadership and coordination for the direct delivery of a high quality Enhanced MCH (EMCH) service and EMCH group programs, meeting the required standards and guidelines of the funding State Government Department (Department of Health) and Cardinia Shire Council.
- Ensure the delivery of a high quality, financially and operationally efficient services and programs that are flexible and responsive to the health and development needs of families and their young children, aged zero to school age, within regulatory and budgetary guidelines
- Ensure services and programs are aligned with key policies and procedures around the safety and welfare of children, families and staff, that activities are risk assessed and that all OH&S requirements are maintained across operations.
- Evaluate the services/programs, ensure clients have a voice and report on any improvement areas required.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

Monitor and oversee high quality MCH service and professional delivery and assist coordinator to ensure associated guidelines, quality assurance policies and procedures are developed, reviewed and adhered to.

- Provide leadership and direct supervision of staff (and students) on a day to day basis with effective support, direction and motivation to the team members directly reporting to the role and other team members as required
- Support staff to provide vulnerable families with timely and quality responses and referrals to other services where required.
- Attend appropriate internal and external meetings, liaising and networking as required.
- Liaise and network with hospitals, EPC, child protection and The Orange Door regarding meetings, regarding discharge information and referrals.
- Support staff to work in partnership with others in the Community & Family Services Unit, agencies within the MCH centres and council's children's centres, as well as broader key community agencies in the support of families.
- Work closely in partnership with the other Maternal & Child Health Team Leaders to provide back-up support and leadership to staff who report to another team leader as required.
- Act as the central communication point between Cardinia Maternal & Child Health Service and Child Protection services.
- Assist in recruitment of staff and students.
- Support induction of staff and students
- Work in a clinical role (centre, groups and/or home visiting) as appropriate and required within a MCH Nurse position description, to maintain skills

## Operational Leadership

- Oversee administration and smooth functioning of service and provide support and direction to the staff regarding day to day operations of the Enhanced Program and groups.
- Maintain knowledge of State and Federal developments in relation to MCH service provision.
- Assess service delivery risk and notify MCH Coordinator of any concerns immediately
- Support staff within their scope of practice to ensure that the safety of infants, children and families is of the highest priority Undertake evaluation of the service in line with the outcomes framework.
- Notify Co-ordinator of any complaints made and support the investigation processes
- Maintain staffing levels to meet day to day service requirements by developing ongoing maintenance of staff rosters, staff leave, relief etc.
- Co-ordinate and delegate workloads appropriately between the staff members who directly report to the position
- Assist Coordinator to utilise the MCH Work Estimation Module to assist with service demand and inform staff workloads and reports.
- Provide input in to the budget process and work within allocated budget
- Monitor issues and changing trends affecting families and their children aged birth to school age and prepare and provide reports, data and statistics, correspondence and presentations as necessary, in a timely manner.
- Keep the MCH Coordinator informed regarding service provision and demand, providing input and expertise regarding service/family needs.
- Contribute to business improvement activities.

- Maintain a workplace culture that promotes a positive regard for all people and organisational values.
- Conduct annual PDP process for direct reports.
- Encourage and support staff to undertake professional and personal development opportunities.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices, and support compliance from staff under the leadership of the position.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained

## **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Supervise and manage the day-to-day operations of the Enhanced Maternal & Child Health Service.
- Accountability for the quality, accuracy and effectiveness of the Enhanced Maternal & Child Health Service.
- In positions where the prime responsibility is for resource management the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is for Specialist Advice or Regulate Clients the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Position has an input into policy development. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
- Demonstrate personal and professional integrity at all times consistent with the Cardinia Shire Council values.
- Accountable for undertaking mandatory reporting when required and to work cooperatively with DHHS, ChildFirst and other professionals in order to keep children safe.

## **JUDGMENT AND DECISION MAKING**

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement.-
- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.-
- Guidance is not always available within the organisation.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.
- Consultation with the Coordinator is required in any situation which may have legal implications

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Experience in managing and delivering employee lifecycle support and initiatives.-
- Proficiency in the application of a theoretical or scientific discipline - in search of solutions to new problems/opportunities.
- Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures has context menu
- Demonstrate specialised analytical and problem-solving skills.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Sound knowledge of MCH practice including up-to-date theoretical and practical knowledge of family and child health and development. include
- Sound understanding of legislation and guidelines affecting the MCH practice, in addition to an understanding of council policies will be required include
- The incumbent must have an understanding of working with diversity and diverse communities, and taking a holistic approach to working with family needs. include
- Basic computer skills in Microsoft office suite of products as well as Child Development Information System (CDIS).

## **INTERPERSONAL SKILLS**

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- Ability to motivate and develop employees
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required
- Proven ability to build and maintain productive and respectful relationships and partnerships.

- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.
- Sensitivity to and tolerance of a wide variety of lifestyles and cultures

## **MANAGEMENT SKILLS**

- Demonstrate self-awareness and commitment to personal development and encourage it in others.
- A good understanding of current management principles and processes.
- Ability to embrace challenges and recognise opportunities.
- Ability to coach, guide and lead a team to ensure effective and efficient service delivery.
- These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Able to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes
- Expected to develop and implement long term staffing strategies
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

## **QUALIFICATIONS AND EXPERIENCE**

- Current national registration as Division 1 nurse, Midwifery endorsed and Maternal and Child Health Qualification
- Demonstrated experience in MCH setting and in working within family focused approaches.
- Experience in leading, supporting and motivating staff.
- Current Victorian Driver's Licence.

## **KEY SELECTION CRITERIA**

- Demonstrated operational leadership skills, including the ability to motivate, support and manage a group of professionals working in autonomous situations.
- Demonstrated ability to lead within a community health appointment environment including rostering, setting priorities and meeting tight time frames.
- Sound knowledge of MCH practice including an up to date theoretical and practical knowledge of family and child health and development and the legislation and policy that applies to MCH practice including the Child Safe Standards.
- Ability to role model the values of the organisation and be a change agent where required.
- Ability to work in partnership with others to achieve outcomes and shared goals; and ensure the voices of key stakeholders are included.

## **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

### **Tenure**

This is a full time maximum term position.

### **Pre-employment checks**

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.