

# Position Description

## Team Leader, headspace



<b>Branch</b>	Mental Health and Wellbeing
<b>Award</b>	Social, Community, Home Care and Disability Services Award (SCHCADS) – Level 6
<b>Reports to</b>	Manager-Youth and Health Services
<b>Supervisory responsibilities</b>	< 10 Reports
<b>Budget Management</b>	Standard Accountability
<b>Probationary period</b>	6 months from date of appointment
<b>Position description created</b>	March 2022
<b>Approved by</b>	Senior Manager People & Culture
<b>Review date</b>	March 2023

## Our Values

- Integrity** Acting fairly, honestly, openly and consistently.
- Inclusion** Valuing diversity, connection, belonging and social justice for all.
- Learning** Improving our knowledge and understanding.

In all our connections with staff, stakeholders and participants we acknowledge and recognise resilience, and we focus on potential and capacities, not on limitations or shortcomings.

## Our Behaviours

- We** problem-solve with our customers
- We** celebrate success
- We** treat everyone with dignity
- We** own our actions
- We** turn challenges into opportunities

## Position Purpose

The Mental Health and Wellbeing stream provides specialist support services to children, young people and adults in areas such as mental resilience, suicide prevention, postvention and suicide aftercare as well as counselling, sexual and reproductive health and aged care assessments.

The Team Leader, headspace supports program workers in the provision of high quality services to achieve optimum levels of service delivery and client outcomes in line with the Social Futures Practice Framework and headspace model requirements while ensuring business performance outcomes, standards and compliance requirements are met.

## Key Accountabilities

*A high-level description of the most critical and important aspects of the position*

- Oversee the headspace team activities to ensure program and outcomes and key performance indicators in line with Social Futures Practice Framework requirements
- Support the program workers in the delivery of high-quality customer-centred services
- Oversee a team of program workers responsible for intake and comprehensive assessment, case management and referral of customers are met
- Provide individual and team support, supervision, including undertaking case reviews, case audits, and high risk case reviews
- Ensure practice is delivered in line with Social Futures Practice Framework requirements
- Approve brokerage support and monitor financial expenditure
- Support quality improvement activities to ensure ongoing improvement of service outcomes
- Support systems and processes to ensure the effective management of quality, safety, and risk across the team
- Support governance and compliance systems and processes to ensure the effective management of WH&S and other legislative compliance
- Support planning and reporting processes to ensure performance measurement, monitoring and reporting requirements are met
- Build and support beneficial linkages internally and within the community to expand options and possibilities for customers
- Represent the organisation at relevant community and intersectoral events

## Key challenges

*Challenges regularly encountered in the position which describe the complexities the position is expected to manage*

- Coordinating the achievement of business objectives within a demanding and complex service delivery environment
- Supporting organisational culture and building staff capability within the Team to meet operational demands
- Supporting program growth and development while implementing innovative solutions

## Key relationships

*The key stakeholders and customers the position is expected to interact with routinely*

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Report on performance against agreed measures and discuss future directions</li> <li>• Identify emerging issues and risks and their implications and propose solutions</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Manage, guide and support to achieve agreed goals and objectives</li> <li>• Provide direction, set performance expectations and manage performance and development</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Contribute to the team's achievement of its key performance indicators</li> </ul>
<b>External</b>	
External customers and participants	<ul style="list-style-type: none"> <li>• Facilitate relationships to ensure services meet current and evolving needs and expected service delivery standards</li> <li>• Engage in service design and evaluation, to continually improve operations, service delivery models and solutions</li> </ul>
Funding agencies, delivery partners, community and government	<ul style="list-style-type: none"> <li>• Facilitate relationships to support the delivery of programs and services to meet current and evolving need</li> <li>• Facilitate collaborative networks and relationships to share ideas and learnings, maintain currency of issues and leverage intelligence</li> </ul>

## Capabilities

Capabilities are the knowledge, skills and abilities required by Social Futures employees to perform their roles efficiently and effectively

Below is the full list of capabilities, and the level required, from the Social Futures Capability Framework.

The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Group	Capability Name	Level
Personal Attributes	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
Results	Influence and Negotiate	Intermediate
	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
Business Enablers	<b>Demonstrate Accountability</b>	<b>Adept</b>
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
People Management	<b>Project Management</b>	<b>Adept</b>
	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	<b>Manage Reform and Change</b>	<b>Adept</b>

## Focus capabilities

Capabilities which position incumbents must demonstrate immediate competence. Behavioural indicators should be reviewed in conjunction with the position's key accountabilities.

Group	Level	Behavioural Indicator
<b>Personal Attributes</b>  Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b>  Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Results</b>  Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b>  Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b>  Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>

<p><b>People Management</b></p> <p>Manage and Develop People</p>	<p>Adept</p>	<ul style="list-style-type: none"> <li>● Define and clearly communicate roles and responsibilities to achieve team/unit outcomes</li> <li>● Negotiate clear performance standards and monitor progress</li> <li>● Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>● Provide regular constructive feedback to build on strengths and achieve results</li> <li>● Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</li> <li>● Monitor and report on performance of team in line with established performance development frameworks</li> </ul>
<p><b>People Management</b></p> <p>Manage Reform and Change</p>	<p>Adept</p>	<ul style="list-style-type: none"> <li>● Actively promote change processes to staff and participate in the communication of change initiatives across the organisation</li> <li>● Provide guidance, coaching and direction to others managing uncertainty and change</li> <li>● Engage staff in change processes and provide clear guidance, coaching and support</li> <li>● Identify cultural barriers to change and implement strategies to address these</li> </ul>

## Selection Criteria

*Comprises Essential Requirements and Knowledge, Skills and Abilities derived from the focus capabilities*

- Tertiary qualifications or equivalent experience in health, psychology, social work, social science or social welfare, health promotion or similar
- Demonstrated experience in leading a team in the social and human services sector
- Experience in the child protection arena including a sound understanding of current trends, legislation and child protection practice
- Experience and knowledge of working with people presenting with mental health and/or other complexities
- Demonstrated knowledge of trends and models of service delivery for community, family, housing, employment and/or youth programs
- Excellent relationship, negotiation and conflict management skills with a proven ability to develop and maintain strong and effective relationships with government/funders, service providers, staff, peers and key stakeholders in the local community
- Experience in implementation and monitoring of quality assurance processes across customer service programs, including managing risk and program evaluation

*All positions will require current National Police Checks, Working with Children Checks and COVID19 Vaccination as a condition of employment.*

*Social Futures is proud to be a White Ribbon accredited workplace and is committed to ensuring we have a safe and respectful workplace for all. We acknowledge that all people can be victims of violence and that all violence is unacceptable.*



# Inherent Requirements

*Physical and psychological work environment characteristics that are inherent requirements of the position*

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Regular
	Be exposed to all outdoor weather conditions	Rare
	Work office hours with the possibility of extended hours	Regular
	Work in an open plan office	Frequently
	Work in buildings which may have multiple stories	Daily
	Reasonably high levels of mobile phone use	Daily
	Sit at a computer or in meetings for extended periods	Daily
<b>People Contact</b>	Liaise with our team members'	Daily
	Liaise with government, non-government, businesses, and other community organisations	Frequently
	Liaise with clients/customers	Daily
<b>Administrative Tasks</b>	Undertake intensive administrative tasks, which include computer work, report writing, participating in meetings and concentrating for long periods of time	Daily
	Use technology including photocopier, telephones, mobiles, televisions, electronic whiteboards	Daily
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions	Regular
	Use public transport including trains, buses, air travel and taxis	Rare

Where possible Social Futures will make reasonable adjustments to enable individuals with disabilities to perform the inherent requirements of their position.



## Position Evaluation

*For People and Culture Team Use Only. All Social Futures positions are evaluated using a Position Evaluation System to determine position classification and salary.*

Element		
1	Planning of operations, projects, services or activities typically required of the position	Level E - Planning at an operational level is necessary for periods in excess of one month affecting the work area or a range of other positions
2	Freedom of the position to act (autonomy)	Level D – Decisions are made by choosing the appropriate process or direction from policy, practices, precedent or legislation Unusual or complex problems are mostly referred to the next level of management
3	Methods of analysis commonly used to solve problems and the level of innovation and creative thinking in the job	Level D – Problems are solved by examination and analysis of a range of options derived from readily obtained sources and the selection of the best alternative
4	The level of verbal communication skills required of the position	Level D - Address contentious matters through discussion and response to achieve settlement
5	The level of written communication skills required of the position	Level D – Write correspondence and standard reports and submissions that require original content, wording, sentence and paragraph construction
6	Risk Consequence	Level D – Major
7	Minimum level of practical experience required of the position in addition to required qualifications	Level C – 2 years up to 3 years
8	Leadership and work coordination skills required of the position	Level D – Leadership and organisational skills are required to supervise and control a major work area or a significant program or projects The position is responsible for team building and development and for the achievement of goals and objectives
9	Number of employees for whom the position is accountable	Level C – Up to ten people
10	Annual value and complexity of expenditure and accountability for budget implications required of the position	Level C2