Job Description Form

# Team Manager Child Protection

# Position Details

**Position Number:** Generic

**Classification:** Level 6

**Award / Agreement:** PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Service Delivery Regional & Remote Communities/ Service Delivery Metropolitan Communities/ District Office

**Location:** Various metropolitan and regional locations

**Classification Evaluation Date:**

**JDF Review Date:** June 2010

## Reporting Relationships

**This position reports to:**

Assistant District Director, Specified Calling Level 4

**This position has the following subordinates:**

Various

## About the Department

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

## The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

The Team Manager Child Protection will work in the areas of child protection and children in care and is responsible for:

* Contributing to the planning and management of District Activities and promotes sound innovative and responsible casework and community work practice.
* Managing team resources, assign tasks and ensures equitable distribution of workload within the team.
* Quality assurance and quality improvement functions within a team and provides reports.
* Supervising and supports team members and liaises with other team leaders, Senior Practice Development Officer and Senior Advisors to ensure sound practice standards and provides learning and development opportunities for the team.
* Convening and chairs planning forums.

## Duties and Responsibilities

**1. TEAM FUNCTIONS**

* 1. Manages team resources, acts in accordance with delegations and ensures compliance with departmental guidelines.
  2. Collaborates with other Team Leaders in allocating and prioritising work within teams and the District.
  3. Supervises, performance manages and supports staff to ensure development and maintenance of sound practice standards.
  4. Ensures quality assurance and quality improvement frameworks are applied in the team setting and provides reports to the District Director.
  5. Provides leadership in promoting responsible innovation in casework and community development practice.
  6. Ensures team members are supported and provided with learning and developmental opportunities to enhance their skills and knowledge.

**2. COMMUNITY DEVELOPMENT**

* 1. Promotes and develops local collaborative networks and explores opportunities for partnerships to address local issues
  2. Ensures team activities in casework and community development are aligned with the key principles of inclusiveness, engagement, capacity building and collaboration.
  3. Contributes to district and community functioning by the analysis of local data and trends and provide reports with recommendations to the District Director.
  4. Contributes to the planning and management processes of the District Office.

**3. OTHER**

* 1. Ensures outputs are delivered in accordance with departmental statutory responsibilities, policies and procedures.
  2. Contributes to the development and implementation of policy and program framework and manages local projects.
  3. Ensures that departmental client information systems are maintained according to departmental guidelines.
  4. Participates in emergency management and response duties as required.
  5. Performs other duties as required.

## Essential Work-Related Requirements (Selection Criteria)

1. Advanced supervision, management, leadership skills and experience in working in a multi-disciplinary team setting.

2. Significant practice experience in the provision of services in the community services sector.

3. Advanced skills and understanding of contemporary casework and/or community development practice models and methods and their application in working with children, families and communities.

4. Awareness and understanding of equity and access issues and a commitment to addressing these in departmental practice.

5. Ability to convene and chair planning forums.

6. Sound knowledge and understanding of individual, family and community functioning.

7. Ability to manage the implementation of projects.

8. Ability to use management information system.

Essential Eligibility Requirements / Special Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Current C or A class drivers License
3. Departmental Check
4. Criminal Record Check
5. Working with Children Check

## Delegate Certification

## HR Registration

27 August 2018