

# Position Description



<b>Title</b>	Senior Manager – Youth, Parenting and Family
<b>Business Unit</b>	Child, Youth & Family (Northern)
<b>Location</b>	Various Locations across the North
<b>Employment type</b>	Full Time, Ongoing
<b>Reports to</b>	Group Manager - Child, Youth & Family (Northern)

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

We work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Senior Manager is responsible for the provision of leadership for multiple Team Leaders and other direct reports with accountability for the overall strategic management, performance and budgets of these program areas. The Senior Manager works together with the leadership team across the relevant programs to establish priorities and goals which align with the Uniting Strategic Plan and operational plan objectives.

As a Portfolio Lead the Senior Manager has responsibilities across the Program stream, Communities of Practice and Project Management. Central to this position is building positive and lasting relationships with funding bodies, partner organisations, the broader community and Uniting Church Presbyteries and Congregations.

## 2. Scope

**Budget:** \$3.9 million (Approximately)

**People:** The position is responsible for the leadership and supervision of the team in the Senior Managers allocated area of program responsibility.

Approved by: (position [see delegations of authority policy])	Page 1 of 4	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

## Position description

### Senior Manager – Youth, Parenting and Family

#### 3. Relationships

##### Internal:

- Program Team Members
- Team Leaders
- Senior Leadership Group
- Executive Officers and Group Managers

##### External

- Department of Health and Human Services (DHHS)
- Funding and Regulatory bodies
- Networks and Committees
- Key partners, community services networks and peak bodies

---

#### 4. Key responsibility areas

##### People and teams

- Oversee performance of direct reports and provide regular informal feedback and formal feedback (both positive and constructive) during Supervision, six-monthly and annual performance reviews
- Mentor, support and empower direct reports to continuously grow and develop their skills in accordance with Uniting values, goals and capability framework
- Oversee and approve recruitment recommendations for the relevant programs to ensure suitability and cultural fit
- Cultivate a supportive and respectful team culture that inspires people, enlivens communities and confronts injustice.

##### Program / Service Delivery

- Develop, plan, implement and evaluate programs, ensuring the highest standard of quality for Uniting consumers and stakeholders.
- Investigate and apply for relevant funding opportunities and grants for the introduction of new programs / services and / or financial viability of existing programs / services
- Develop and maintain open, clear and accountable relationships with funding and regulatory bodies, ensuring accurate, timely and effective communication and reporting as required.
- Participate in relevant service networks and work in partnership with other agencies and funding bodies to continually improve and develop quality services.

##### Quality and risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Identify, report, manage and respond to emerging issues in an appropriate and timely way
- Contribute to and promote a positive safety culture by taking reasonable care for your own and other's health and safety

## Position description

### Senior Manager – Youth, Parenting and Family

#### Personal accountability (Lead by Example)

- Model and promote behaviour that is in accordance with Uniting’s values and behaviours – **Imaginative, Respectful, Compassionate** and **Bold**
- Comply, and ensure team compliance, with the Uniting Code of Conduct, Delegations of Authority, all protocols, policies and procedures and applicable government legislations and standards.
- Adhere to and promote Uniting’s health and safety culture, committing to achieve outcomes, making sound and timely decisions using a variety of data sources.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

## 5. Person specification

#### Qualifications

- Bachelor level in relevant professional discipline (required)
- Masters level in management or equivalent (preferred)

#### Experience

- Management experience of 3 years or more and demonstrated ability to lead successful teams achieve outcomes.
- Evidence of high level financial and budget management skills.

#### Core selection criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting’s values
- **Personal and Professional Accountability** - Operates professionally and within the boundaries of organisational processes and legal and policy constraints, advocating the corporate agenda and ensuring resources are fully employed
- **Communication and Engagement** - Develops knowledge of community networks and external bodies and uses them to support and enhance both services and opportunities for stakeholders.
- **Change and Resilience** - Deals positively with uncertainty, coping effectively in a complex environment, determining a course of action despite lack of clarity, helping others adapt to ensure a smooth transition.
- **Outcomes Focus** - Accurately scopes the length and difficulty of projects and tasks, evaluating outcomes and adjusting direction to ensure quality outcomes.
- **Cultural Safety** - Actively promotes reviews of service delivery and working environment for increasing compliance with external cultural safety compliance and accreditation Standards.

Approved by: (position [see delegations of authority policy])	Page 3 of 4	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

## Position description

### Senior Manager – Youth, Parenting and Family

- **Leadership and Teamwork** - Leads by example; fostering open, respectful dialogue and diversity of thought and collaboration within and across teams to build a highly engaged workforce.
- **Sustainable Relationships** - Builds collaborative relationships and networks across Uniting in order to improve the effectiveness of service delivery or area of expertise.

---

#### 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

---

#### 7. Acknowledgement

**I have read, understood and accepted the above Position Description**

##### Employee

Name:

Signature:

Date: