

# Position Description

<b>POSITION TITLE:</b>	Team Leader MCH Clinical Services
<b>POSITION NO:</b>	4253
<b>DIRECTORATE:</b>	Community Life
<b>DEPARTMENT:</b>	Community Wellbeing
<b>SECTION:</b>	Maternal and Child Health
<b>CLASSIFICATION:</b>	4B Year 1-3 MCH Nurse with 7% Team Leaders Allowance
<b>LOCATION:</b>	Municipal Offices, Hyde Street Footscray
<b>DATE:</b>	May 2025

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Coordinator MCH and Immunisation Services
<b>Supervises:</b>	MCH Nurses, Casual relieving staff, MCH Administration staff, project staff and contractors where applicable. Enhanced MCH team including a Family Support Worker; Breastfeeding Support and Lactation Consultants.
<b>Internal Liaisons:</b>	Maternal and Child Health team members, Community Wellbeing team members, all Council employees.
<b>External Liaisons:</b>	Families with young children, Early Childhood Services, Community Health and Welfare Agencies, Local and State Government Departments, Allied Specialist Services, Midwifery and Paediatric Hospitals, Medical Practitioners, Tertiary and Education Institutions, and members of the public and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

The Team Leader MCH Clinical Services key leadership position and has two primary objectives:

1. To lead the team of universal MCH nurses by providing guidance, direction and day to day operational supervision and support.
2. To work with internal and external agencies to deliver a client focused, integrated and responsive MCH service for families with young children in Maribyrnong.

## DUTIES AND RESPONSIBILITIES

- Lead the Maternal and Child Health (MCH) team by providing daily operational direction, clinical guidance, and program support.
- Recruit, mentor, and coach MCH staff to ensure high professional standards and confidence in delivering age and stage practice guidelines.
- Implement effective performance management strategies and ensure each team member has an up-to-date professional development plan with clear training and career advancement opportunities.
- Proactively address team issues to maintain a high-functioning workforce.
- Drive continuous quality improvement and change management initiatives to ensure a responsive and high-quality MCH service.
- Foster a collaborative team environment that supports service improvements and the implementation of MCH Service Improvement Plan actions.
- Develop and execute strategies, in collaboration with the Coordinator MCH and Immunisation Services, to improve community immunisation rates.
- Analyse service usage data to identify local needs and inform strategic responses for MCH service delivery.
- Maintain accurate statistics for annual reports for Council, State, and Commonwealth Governments.
- Manage income and expenditure tracking within budget, forecasting, and providing annual budget recommendations to the Coordinator MCH and Immunisation Services.
- Collaborate with internal and external stakeholders to integrate services and improve outcomes for vulnerable families.
- Contribute to broader community planning efforts, social infrastructure and the implementation of any strategies or plans.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

## Organisational Responsibilities:

- Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working with Children Act 2005 (Vic). Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining Child Safety.
- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable for the effective and efficient performance of key responsibilities listed above, maintaining and improving standards of work within the scope of the role.
- Participate in the development of Council's policies and procedures within area of expertise and/or management relevant to the role. Accountable for the quality and effect of the work on policies developed
- Assist to maintain compliance with OH&S requirements and Council's policies and procedures in undertaking allocated projects.
- Commitment to the provision of accurate and efficient quality customer service to internal and external stakeholders.
- Provide assistance and training to employees on position relevant procedures, systems and equipment.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with Council policy and procedures.

## **JUDGEMENT AND DECISION MAKING**

- Adhere to relevant policies, procedures and guidelines determined for the operation of Council's services and facilities with advice and guidance always available, if required, from supervisor or other Council employees.
- Ability to make decisions concerning routine and defined administration functions without recourse to supervisor.
- Exercise good judgement and discretion regarding confidential issues.
- Show initiative and a proactive approach to improvement of processes related to the role as needed.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Proficiency of clinical skills and judgement that is evidence based.
- Sound knowledge and understanding of relevant Acts/Regulations as they apply to the role.
- An understanding of the relevant technology, procedures, processes and systems related to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Ability to research, collect, analyse and interpret information to perform role or assist coordinator on the drafting of reports and other documentation.
- Ability to develop interpret and implement policy.

## **MANAGEMENT SKILLS**

- Ability to effectively plan, organise, set priorities and manage own work and when required, and where appropriate, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures
- Ability to contribute to team meetings and to team outcomes.
- When needed to cover leave for the Coordinator of MCH and Immunisation.
- Ability to exercise initiative and work both independently and within a team environment.
- Understanding of and ability to implement and embody Council personnel practices including
- Capacity to be flexible and responsive to meet the changing priorities of the organisation, the team, and the community.

## **INTERPERSONAL SKILLS**

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- Ability to establish rapport with all levels of the organisation including external stakeholders contributing to a pro-active and collaborative work culture.
- Well-developed written communication skills to prepare correspondence, assist with reports, and presentations with ability to review material for accuracy and provide attention to detail and quality.

## QUALIFICATIONS AND EXPERIENCE

### Mandatory:

- Current registration as a Division 1 Nurse and Midwife with the AHPRA, with Maternal and Child Health Qualifications.
- Extensive experience working in the field of Maternal and Child Health.
- Current Victorian Drivers Licence.
- Current Working with Children Check.
- First Aid, First Aid management of Anaphylaxis and CPR
- No relevant criminal record found in a Police Check.

### Desirable:

- Additional postgraduate qualifications in management discipline or human services field highly regarded.
- Demonstrated experience in team leadership, team work development, and innovative service development

## KEY SELECTION CRITERIA

- Current registration as a Division 1 Nurse and Midwife with AHPRA, with Maternal and Child Health Postgraduate Qualifications. Additional postgraduate qualifications in management discipline or human services field highly regarded.
- Demonstrated team leadership, change management and people management experience.
- A high standard of clinical expertise and demonstrated knowledge and understanding of practice directions at a local, state and federal level.
- Demonstrated understanding of the needs of vulnerable families or families facing disadvantage.
- Demonstrated experience in working in partnership with external service providers and community based organisations.
- Demonstrated ability to balance operational service delivery with planning, policy development and project management.
- Excellent written skills, oral communication, presentation and negotiation skills.
- Knowledge of Immunisation and vaccination provision is highly regarded.

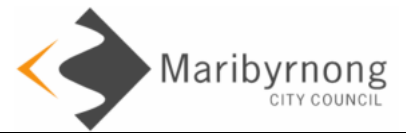
**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

# Position Description



Manager/  
Coordinator:.....

Date: .....