
**Team Manager
(Advanced Diploma level)
Job Profile**

CHCDIS11C Coordinate disability work

Elements

Demonstrate commitment to high quality services for people with disabilities
Support rights, interests and needs of people with disabilities
Develop and implement a framework for quality service delivery

CHCADMIN4B Manage the organisation's finances, accounts and resources

Elements

Implement budget processes
Establish and implement systems for financial management and reporting
Manage the use of funds
Develop and recommend funding options
Develop and implement resourcing proposals to meet operational needs
Monitor resource usage and performance
Manage property, equipment and stores

CHCCOM3C Utilise specialist communication skills to build strong relationships

Elements

Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships
Conduct effective communication with clients and staff
Contribute to the development of effective communication strategies
Represent the organisation to a range of groups
Apply specific communication techniques to assist in resolving conflict
Implement mechanisms that facilitate group discussions

CHCCOM4B Develop, implement and promote effective communication techniques

Elements

Contribute to the development of effective communication strategies
Represent the organisation to a range of groups
Facilitate group discussions
Produce quality written materials
Conduct interviews

CHCCS4C Manage the delivery of quality client service

Elements

Coordinate services provided to clients
Plan client service delivery
Review client services

CHCINF4B Manage the organisation's information systems

Elements

Identify and address information requirements
Supervise day to day processes for collection, use, storage and dissemination of information
Establish and manage systems to record, store, process and distribute information
Support and supervise the development of information and educational resources

CHCORG7B Manage workplace issues

Elements

Manage staff planning and recruitment
Manage work allocation
Evaluate workgroup effectiveness
Implement disciplinary and grievance procedures

CHCORG11B Lead and develop others

Elements

Provide leadership, direction and guidance to the organisation
Maximise own performance outcomes
Manage effective work relationships
Manage and improve the performance of individuals
Support, participate and review group development
Support and develop managers

CHCOHS401A Implement and monitor OHS policies and procedures for a work place

Elements

Explain OHS information for co-workers in team.
Coach co-workers in team
Promote consultation and participation
Implement and monitor enterprise procedures for identifying hazards and risk
Maintain appropriate OHS records

SPECIALISATIONS

CHCINF5B Meet statutory and organisational information requirements **Elements**

Identify information requirements
Review options for systems to obtain information
Establish and manage systems to record and store information
Support and supervise the development of information and educational resources
Provide staff training

CHCINF6B Manage information strategically **Elements**

Develop and implement strategies for collection, verification and use of information to achieve organisational objectives
Facilitate strategies for interagency information sharing and use
Monitor and upgrade organisation's strategic management of information

CHCORG10B Manage organisational change **Elements**

Ensure practices of the organisation are appropriate
Respond to change in the community
Initiate and implement organisational change within a planning framework

CHCORG13B Manage organisational strategic and business planning **Elements**

Formulate a strategic and business plan
Apply the strategic and business plan

CHCORG14B Manage a service organisation **Elements**

Coordinate organisational planning
Design and implement the structures and process of the organisation
Implement evaluation processes
Enable the organisation to meet legal requirements
Establish the profile of the organisation and market its services
Give direction for the effective management of the organisation
Manage changes in the organisation

CHCORG16B Manage training

Element

Maintain training records

Report and advise on training

Manage training expenditure and resources

Maintain training activities within organisational and legal requirements