

# Position Description

## Youth Services Officer



<b>Current Incumbent:</b>	
<b>Position number:</b>	116-1
<b>Department:</b>	Community Wellbeing
<b>Directorate:</b>	Community
<b>Classification:</b>	Band 6 of the Moira Shire EA
<b>Award:</b>	<i>Victorian Local Authorities Award 2001</i>

### Role Purpose and Objectives

- To work with and support Community Organisations in the development and delivery of Community Services in the Moira Shire as an integral and coordinated part of local service provision.
- The Moira Shire Council Community Services Team includes a number of focus areas including (but not limited too) disability and inclusion, early years, gender equity, health promotion and wellbeing, positive aging, and youth development.
- A primary focus of the role is delivery of the identified priorities in accordance with the wider implementation of the Council Plan and associated Council strategies and programs. Including but not limited to the development, implementation and coordination of a number of Amplified funded youth events, facilitation of the Moira Youth Council committee, delivery and development of drug, alcohol and other drug education programs.

### Organisational Relationships

<b>Reports to:</b>	Team Leader Community Services
<b>Supervises / Manages:</b>	Volunteers / Committee members Casual or project staff by agreement Students
<b>Internal Liaisons:</b>	Community Development Team Other staff as required Executive Leadership Team Senior Leadership Team Councillors/ Panel of Administrators
<b>External Liaisons:</b>	Community organisations and educational institutions Advocacy organisations Other local governments General public Federal and State Government Departments

### Key Responsibilities and Functions

- Plan, develop and implement programs and activities with the Community Services team.
- Consult and liaise with relevant community organisations, and Government Departments, including local Kindergartens, Primary and Secondary Schools and other education and training providers
- Coordination and facilitation of the Moira Youth Council program.
- Implement, promote and deliver youth events across Moira Shire in accordance 'Amplified' funding agreements and guidelines.
- Understand issues and emerging issues in contemporary communities and their relevance in Moira

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Shire's communities.

- Identify and procure required resources, such as equipment, venues, and staff for the delivery of events and programs, within budget parameters.
- Coordinate and chair the Youth Engagement Network.
- Assist in researching and preparing relevant submissions and grant applications.
- Support event management and program delivery including risk assessments, planning and evaluation.
- Participate in organisational planning and relevant training programs.
- Operate within Council guidelines to have an active professional presence on social media
- Prepare written reports, correspondence and other administrative tasks relating to the positions' area of responsibility.
- Adhere to relevant legislative requirements regarding mandatory reporting and Child Safe Standards, attend specific training as required in accordance with Child Safety Policy.
- Provide support to the Community Services team members, where required.
- Evaluation and reporting on children's youth services, collections and programming.
- Assist with the development and delivery of children's and youth services.

### Considerations

- *As part of community engagement and development activities, the incumbent will be required to work some evenings and weekends.*
- *Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.*
- *These responsibilities and functions apply to a range of towns and areas as allocated to this role. These towns and areas can change over time to adapt to the changing needs of communities and Council.*

### Position Descriptors

#### Accountability and Extent of Authority

- This position is accountable to the Team Leader for the carrying out of duties and responsibilities in an ethical and non-discriminatory manner which ensures a high level of service efficiency.
- Assist with budget preparation and subsequent maintenance of expenditure in line with set parameters.
- Assist in the selection and induction of volunteers as required where indicated.
- Represent Council on Committee/Public Meetings as per defined roles
- The Officer has access to guidance and advice from the Team Leader.
- The freedom to act is governed by clear objectives and budgets, with established policies, practices and procedures.

#### Judgement and Decision Making

- The Community Services Officer is responsible for making decisions and exercising judgement about the areas for which they are responsible
- The development, management, maintenance and provision of effective systems
- Understanding of legislation, strategies, policies and procedures effecting the development and improvement of the delivery of social and community services
- Ability to prioritise workloads within tight timelines
- Guidance and advice are usually available within time to make a choice.

#### Specialist Skills

- Qualifications and experience in Community Services, Community Development,

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<b>and Knowledge</b>	<ul style="list-style-type: none"> <li>• Youth Work</li> <li>• Broad understanding of relevant legislative requirements for working with communities across different community cohorts.</li> <li>• An understanding of best practice programs and service responses to issues facing rural and remote communities.</li> <li>• Event management experience.</li> <li>• Skills in program development, delivery and evaluation.</li> <li>• Ability to apply community participation processes.</li> <li>• Ability to collect and collate data and prepare reports</li> </ul>
<b>Management Skills</b>	<ul style="list-style-type: none"> <li>• Ability to implement OHS organisation requirements.</li> <li>• Ability to achieve objectives within available resources and on time.</li> <li>• Ability to implement all required administrative procedures relating to the area.</li> <li>• Skills in managing time, setting priorities, planning and organizing own work.</li> <li>• Ability to direct volunteers and contractors effectively and with an awareness of any risk mitigation processes that have been applied for an event or activity.</li> </ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Establish and maintain positive working relationships and partnerships with other agencies, businesses and individuals within the community to support programs.</li> <li>• Ability to gain co-operation and negotiate agreed outcomes with internal and external stakeholders and advocating where necessary.</li> <li>• Ability to communicate to a variety of audiences in spoken and written forms.</li> <li>• Ability to liaise, consult and network with a wide range of individuals and organisations.</li> <li>• Ability to work tight timelines and respond quickly to changing circumstances.</li> </ul>

### Key Selection Criteria

#### Essential qualifications and experience

- Tertiary qualifications and/or experience in Community Services, Youth Development, Education, or other relevant qualification.
- Experience in event coordination, delivery and evaluation including sound knowledge of risk mitigation
- Demonstrated ability to produce accurate documents and reports
- Well-developed communication skills including group facilitation, community consultation, presentation and negotiation skills.
- Broad knowledge of issues, trends and Government policies and priorities impacting on young people and in rural and regional Victoria
- Ability to work independently and in a team environment, across a number of work areas and subject to public scrutiny.

#### Desirable qualifications and experience

- Knowledge and understanding of the local government operating environment and the delivery of services

#### Licences and mandatory requirements

- Current Drivers Licence
- Current National Police Check

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- Current Working with Children Check
- Current First Aid Certificate

### Inherent physical requirements

- High
  - Keyboard / mouse work
  - Extended periods of sitting
- Medium
  - The worker is subject to internal and external environmental conditions
  - The worker will be involved in the set up and pack down of a variety of events and activities
- Low
  - Working under pressure (e.g. constantly working to deadlines / conflict resolution)

### Core Competencies (As defined in the Moira Core Competency Framework)

Moira Value	Competency	Role requirement
 Respect	<ul style="list-style-type: none"> <li>• Community and customer focus</li> <li>• Plan and prioritise</li> </ul>	Tier 1 Tier 1
 Honesty	<ul style="list-style-type: none"> <li>• Communicate and engage</li> <li>• Display resilience and adaptability</li> </ul>	Tier 1 Tier 1
 Accountability	<ul style="list-style-type: none"> <li>• Demonstrate accountability</li> <li>• Deliver results</li> </ul>	Tier 1 Tier 1
 Teamwork	<ul style="list-style-type: none"> <li>• Create, innovate and solve problems</li> <li>• Work together</li> </ul>	Tier 1 Tier 1
 Integrity	<ul style="list-style-type: none"> <li>• Manage self</li> <li>• Act with integrity</li> </ul>	Tier 1 Tier 1
 Safety	<ul style="list-style-type: none"> <li>• Actively contribute to the protection of the workforce's health, safety and wellbeing</li> </ul>	Tier 1
 People Leadership	<ul style="list-style-type: none"> <li>• Manage and develop people</li> <li>• Lead and manage change</li> <li>• Think and act strategically</li> <li>• Inspire direction and purpose</li> </ul>	Tier - Tier - Tier - Tier -

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### Shared Organisational Responsibilities

#### Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

#### Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

#### Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

#### Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

#### Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

#### Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

#### Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

#### Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

#### Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

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### [Review of this Position Description](#)

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

