



Position Description – Youth Officer

Position:	Youth Officer
Band:	Band 6
Position Number:	10053
Business Unit:	Connected Communities
Directorate:	Strategy & Organisational Performance

Name of Occupant	Vacant
Date Approved	April 2024
Approved By	Director Strategy & Organisational Performance

Position Objective

The primary objectives of the position are to:

- Lead the identification, promotion, facilitation and development of strategic partnerships and collaboration between local youth service providers, government and other stakeholders to ensure the most effective and efficient responses are available to meet the needs of young people.
- Identify and actively contribute to the development and implementation of strategies and policies that will enhance the wellbeing of you people in Baw Baw Shire.
- Work across Directorates with other team members to deliver on Council's broader objectives as they relate to young people.

Key Responsibility Areas

The following are the key responsibility areas for the position:

1. Review, implement and monitor Council's Youth Strategy to guide Council's works as it relates to young people and Council's broader objectives for families and children through a partnership with young people and relevant agencies.
2. Determine the changing and new needs of young people. Identify opportunities and develop processes to work collaboratively with local agencies to provide a responsive and integrated local service system.
3. Identify and analyse State, Commonwealth and Local Government and non-government policies that relate to young people and formulate policy advice and directions for Council.
4. Provide specialist advice and knowledge to council staff on issues related to young people land the local, regional and state-wide service sectors.

5. Develop and coordinate the Youth Voices program or similar Council led initiatives, to provide Younger People with a connection to Council, leadership development and the opportunity to inform Council's Youth programming.
6. Secure external funding to achieve Council's priorities for young people including applying for grants, meeting grant requirements and completing acquittals.
7. Develop and coordinate the FReeZA Committee to develop appropriate skills to facilitate events and activities that meet the funding obligations.
8. Advocate for the needs of young people in Baw Baw Shire.
9. Facilitate other funded programs related to Youth as required.
10. Provide young people the opportunity to participate in a wide range of activities and programs which align with Council's strategic plans including the Council Plan and Municipal Public Health and Wellbeing Plan.
11. Ensure that young people in the municipality become more familiar with all available youth services.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	<i>Coordinator Social & Community Planning</i>
Supervises:	<i>Nil</i>
Internal Liaisons:	<i>All staff, particularly Community Planning, Family and Children Services, Events, West Gippsland Arts Centre, Recreation and Councillors.</i>
External Liaisons:	<i>Younger Community Members, Government and non-government organisations operating in the youth sector, community groups and education providers.</i>

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic - about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic - by resolving issues and making the best possible use of our time, effort and resources.

Respectful - of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive - by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic - by undertaking our work in an open, honest and transparent manner.

Resilient - in adapting with courage and agility to challenges and change within the Organisation, and our community.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. Baw Baw Shire Council has zero tolerance for child abuse and is committed to creating and maintaining a child safe organisation where all children are kept physically, emotionally and culturally safe and protected from abuse.

Fraud and Corruption

Council has zero tolerance to fraud, theft corruption and misconduct. Employees will ensure that they comply with legislation and Council policies and practices. Directors and Managers are in positions of authority and must act with due diligence to identify potential instances of fraud, theft, corruption, or misconduct.

Qualifications and Experience

The qualifications and experience required for the position include:

- Tertiary qualifications in a relevant human services discipline (eg. Bachelor of Youth Work, Social Services, Social Welfare or similar) or lesser qualifications with extensive experience in a similar role.
- Experience in human service provision for young people.
- Demonstrated management and leadership skills.
- Experience in policy and program development and planning for service delivery.
- Working with children and police check.
- Current Victorian driver's licence.

Key Selection Criteria

1. *Qualifications and experience as outlined above.*
2. *Experience in contributing to strategic policy and advice.*
3. *Knowledge of and experience in community development, strategic planning and capacity building.*
4. *Ability to apply knowledge in youth empowerment and community development principles.*
5. *Experience in Youth Development and the provision of a wide range of activities for young people.*
6. *Proven ability to lead and motivate others.*
7. *Proven ability to manage budgets.*
8. *Victorian Drivers Licence.*
9. *Ability to work outside of business hours to facilitate the position objectives.*
10. *Excellent written and oral communication, presentation and negotiation skills.*

Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Work under the leadership of the Coordinator Social and Community Planning in accordance with Council's strategies, plans and policies.

- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.
- Ensure all funding accountabilities are met, including reporting.
- Provide specialist advice, support and guidance to assist council staff and wider community in relation to youth matters.
- Key input into policy and strategy review, development and implementation within area of expertise is a requirement of this position.
- Analysing and interpreting a wide range of information and data to form sound conclusions and develop recommendations.
- Provide timely and relevant information to Council regarding youth issues, progress and other activities for young people in Baw Baw.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Required to make judgements and decisions in relation to grant funding opportunities.
- Analyse and interpret a wide range of information to form sound conclusions and develop funding advocacy strategies.
- Required to provide expert advice and information to staff and management with the aim of maximising support to nominated projects, events or infrastructure developments.
- Use of professional judgement to ensure the development of high quality systems for youth advocacy planning and monitoring.
- Guidance, advice, and support will always be available within the organisation.
- Judgements and decisions will be made in line with established policies, procedures and philosophies.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Provide specialist advice and considered decisions in relation to the provision of services and programs for young people.
- A high level of initiative in problem solving and in the development of options and recommendations.
- Experience in working with young people and community organisations.
- Ability to apply knowledge and experience in youth empowerment, community development principles, strategic planning and capacity building to enrich the lives of young people.
- Ability to apply knowledge in youth empowerment and community development principles.
- Strong conceptual, analytical, verbal, communication and presentation skills.
- Ability to work independently and confidently with groups of young people.
- Knowledge of Local Government.

Management Skills

The required management skills include:

- Experience in managing partnerships with community groups.
- Ability to manage program budgets and secure external funding.
- Excellent leadership and management skills including the ability to manage, train, lead and motivate professional staff and volunteers to impart knowledge and skills in the youth services field.

- Ability to set, plan, prioritise and organise own workload to achieve specific organisational goals and objectives.
- Ability to work in a political environment.
- Contribute to the implementation and development of long term strategies for the Council in relation to the provision of youth services.
- Ability to work outside of business hours to deliver the Youth Programs.
- Event Management, including planning and delivery.

Interpersonal Skills

- Excellent collaborative and relationship management skills.
- Well-developed interpersonal, networking skills with an ability to understand and articulate client needs, initiatives and objectives, manage expectations and deliver on funding obligations.
- Extensive negotiation and advocacy skills with the ability to influence and gain cooperation and assistance from others, including corporate organisations, Government funding bodies and philanthropic organisations.
- Ability to foster collaborative approaches among people from diverse backgrounds and ages.
- Excellent oral and written communication skills, including presentation skills to deliver presentations and to prepare written reports, correspondence, proposals and other materials for a variety of audiences.
- The ability to establish and maintain relationships with Council staff and equivalents in other organisations to discuss and resolve specialist problems. This may include liaison with other local government officers responsible for youth services and sponsorships or others in private enterprise.
- Ability to adapt to new and different policy settings and partnership arrangements.
- Ability to work as a member of a multi-disciplinary team.
- Ability to act in a professional manner at all times when dealing with internal and external clients and stakeholders.

ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date