

POSITION TITLE:	Youth Development Officer
POSITION NUMBER:	10632
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Banded 3 <i>Provisions of this appointment pay level and progression to be in accordance with the applicable award.</i>
REPORTS TO:	Senior Youth Development Officer
DEPARTMENT:	Communities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Youth Development Officer will be responsible for facilitating, co-ordinating and promoting youth development programs and events for Central Highlands Regional Council. The Youth Development Officer will be responsible to deliver and align activities, programs and events as stated in Central Highland's youth related strategic documents. This position will work as part of the Community Development Unit to successfully deliver councils community planning, engagement and development activities.

KEY RESPONSIBILITIES IN THIS ROLE

1. **Service Delivery.** Assist with the successful delivery of council's community planning, development and engagement activities consistent with Central Highlands 2022 Community Plan, Corporate Plan, Operational Plan, Community Development Framework,

Community Engagement Framework and Policy, Youth Strategy and other strategic documents and as required by relevant legislation.

2. **Community Development.** Undertake community needs assessments and deliver on council's youth development programs, initiatives and events to fulfil the goals of the Youth Strategy.
3. **Community Planning.** Assist in relevant engagement and reporting on regional and place-based planning to ensure youth priorities continue to be captured.
4. **Community Engagement.** Undertake community engagement and communications planning, activities, planning for council led youth focused projects and public campaigns.
5. **Advocacy.** Advocate on behalf of young people to other levels of Government, organisations and institutions about the needs of the community, funding requirements and other social impacts using an evidence-based approach.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Demonstrated experienced in engaging and partnering with the community to design and deliver youth development programs and initiatives.
- Demonstrated experience with organising, promoting and conducting community events, functions and meetings.
- Experience with community organisations and grant writing.
- High level of project management, report writing and presentation skills.
- High level communication skills to build and foster relationships with youth, their families, internal and external stakeholders and other organisations.

Desirable:

- Knowledge of Local Government processes and systems.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of Queensland C class provisional drivers licence.
- Queensland Working with Children Blue Card.

Desirable:

- First Aid Certificate.
Degree or Diploma in related area.

WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to primarily work indoors and carry out activities which may include constant hand functions, constant seated postures, occasional forward reaching, occasional standing, frequent neutral neck postures, occasional walking, frequent dynamic neck movement, lifting up to 10kg, carrying up to 10kg.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Queensland Local Government Act, 2009* and *Queensland Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia
- Medical assessment.
- Queensland Working with Children check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	2
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2

Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	2
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	2
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	2
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	2

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date