

Melton City Council

Youth Development & Support Officer

Position Description

PD: 00119

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Youth Development & Support Officer
Directorate	City Life
Business Unit	Child Families and Youth
Position Classification	Band 5
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 -2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Team Leader Development & Support
Supervises	NIL
Internal liaisons	<ul style="list-style-type: none">• Recreation & Young Community Staff• Council Staff and Councillors
External liaisons	<ul style="list-style-type: none">• Young People & their families• Community services providers• State & Federal Government• Sessional staff in programs / contract instructors• Student placements / volunteers

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Develop, deliver, and evaluate a range of programs and services targeted at young people aged 12 -25 years in response to identified needs across the municipality consistent with Councils strategic priorities.
- Engage and build relationships with young people and partners to maximise young peoples participation in the development of programs and services.

5. Key responsibility areas

- Engage and work with young people that may require further short-term assistance and support. This includes receiving referrals and undertaking assessments of young people (12 to 25 years of age) and/or their families.
- Plan, develop, implement and evaluate a range of youth programs, services and events that address the needs of young people within the municipality.
- Undertake and be accountable for program administrative tasks; including the development of program proposals and evaluations, case notes, and case files of support work completed with young people and families, program budgets and maintaining accurate records and statistical information.
- Provide information, resources, and where appropriate referral, to young people and their families to enable them to make informed decisions and make full use of resources and services available within the community.
- Assist the Team Leader / Coordinator with the preparation of the Young Communities budget, reports for Council and funding bodies.
- Contribute toward the development of policy, procedures and strategies to ensure the needs of young people are reflected.
- Develop promotional strategies ensuring that programs, services and events are well publicised across the municipality
- Contribute and work effectively within a team environment including, actively contributing to team planning, development activities and issue/task oriented working groups.
- **NOTE: This position requires 'out of hours' work including participation in evening and weekend work.**

6. Accountability and extent of authority

- Act within objectives and guidelines of the Young Communities team including implementation of funding agreements where appropriate.
- Responsible to ensure that all activities are carried out in a manner which positively promotes the role of young people within the community.
- Analyse and evaluate data to propose new program initiatives to the Team Leader.



- Adopt a proactive risk management approach to youth Program and Services activities to ensure that risks are identified and controlled and that Council employees, contractors and the community are protected against reasonable loss.

7. Judgement and decision making

- Delivery of specific programs with the ability to solve problems using procedures and guidelines as well as professional knowledge and experience with guidance and advice based on policies and procedures.
- Make and implement decisions on day to day operation of programs and services within budget constraints. Including resource allocation within established parameters.
- Represent and actively participate within identified Council direction and relevant meetings, forums and groups.
- Make recommendations for changes, new initiatives or improvements to existing programs and services.

8. Specialist skills and knowledge

- An understanding of youth program and event development, delivery and evaluation, and skills to support staff in their delivery.
- Well-developed skills in youth participation and engagement including working with people from diverse backgrounds and differing abilities and socioeconomic circumstances.
- Knowledge and understanding of issues impacting upon young people and their families including an understanding of Federal and State Government policy and direction.
- Knowledge and understanding of issues impacting upon young people and their families including an understanding of Federal and State Government policy and direction.
- Skills in budget monitoring, allocation and support.

9. Management skills

- Manage own time and set priorities.
- Manage resources within budget.
- Discuss and resolve problems.
- Contribute positively to team.
- High level skills in consultation with a broad cross section of people.

10. Interpersonal skills

- Motivate and gain co-operation and support of program participants and other community and internal partnerships in the development and operation of services.
- High level of oral and written communication skills.
- Discuss and resolve problems.
- Contribute positively to team.
- High level skills in consultation with a broad cross section of people.

11. Qualifications and experience

- Tertiary qualifications in Social Work, Youth Work, Community Development and Welfare or a related discipline with some experience.
- Experience in working with young people and their families within a broader community context, that is inclusive of all community members.



- Current unrestricted Victorian drivers licence.
- A strong understanding of current issues in provision of services to young people is desirable.
- Working with Children Check.

12. Key Selection Criteria

1. Tertiary qualifications in Social Work, Youth Work, Community Development and Welfare or a related discipline with some experience.
2. Demonstrated experience in the development, facilitation and evaluation of a wide range of programs and activities for young people.
3. Proven ability to engage young people and motivate and encourage active youth participation.
4. Demonstrated ability to liaise and work effectively with the broader community and other service providers within a community development context.
5. Demonstrated experience implementing projects and achieving outcomes within budget and timeframes.
6. Well-developed written and verbal communication skills.
7. Current unrestricted Victorian drivers licence.
8. Current Working with Children Check.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Young Communities Team
Leader Development &
Support

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

