

## **SOUTHERN GRAMPIANS SHIRE COUNCIL**

### **POSITION DESCRIPTION**

#### **Position Details**

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Title:	Youth Engagement Officer
Classification:	Band 5
Position Number:	020.4
Business Unit:	Community Relations
Directorate:	Community and Corporate Services
Reports to:	Senior Community Development Coordinator

#### **Our Vision and Values**

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##### **Vision**

Southern Grampians is a growing inclusive and connected community that fosters sustainability, diversity and innovation

##### **Values**

Innovative – we will be open to new ideas, will welcome creativity and embrace change

Respectful – we will be caring, accept differences and value diversity

Collaborative – together we will work smarter to achieve agreed common goals

Trusting – we will be open, honest and brave

Empowering – we will delegate opportunities, and develop and inspire success

##### **Child Safety**

Southern Grampians Shire Council is a child safe organisation, committed to the Victorian Child Safe Standards and principles

##### **COVID-19**

COVID-19 vaccination is recommended for all Local Government employees

#### **Position Summary**

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The Youth Engagement Officer will assist in the development, facilitation and evaluation of youth activities, programs, services and events designed to address the identified needs, interests, aspirations and challenges of young people in Southern Grampians Shire

### Key Responsibilities

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- Coordinate, facilitate and evaluate a schedule of activities, and events designed to address the identified needs, interests, aspirations and challenges of young people in Southern Grampians Shire
- Coordinate activities, workshops, training, events, projects and other relevant activities related to Freeza funding
- Assist in the delivery of programs and initiatives ensuring young people are actively involved in all phases of project planning, delivery and evaluation
- Ensure program activities are undertaken in a safe and supportive, youth friendly environment and that risks are identified, appropriately responded to and managed
- Undertake and facilitate deliberative engagement with young people, their families and community to ensure young people are actively engaged in decision making, planning and implementation of Council activities and programs
- Support opportunities for young people to actively participate in their community and increase their skills through engaging in various youth events, activities, cultural and recreation activities
- Develop and maintain networks with local community groups and agencies as required

### Extent of Authority

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- Assist with the development and implementation of youth programs
- Assist with the coordination of events and programs in a variety of settings
- Identify youth interests and context and appropriately refer young people to relevant, programs, committees, events and opportunities
- Work within specific guidelines, standards and procedures in accordance with Council policies and procedural guidelines within the resources of Youth services
- Commit to and adhere with Child Safety standards and Council's requirements

### Judgement and Decision Making

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- Support facilitation of youth groups
- Active contribution to policy and planning
- Must be able to exercise independent judgement when responding to youth issues whenever appropriate
- Advocate on behalf of young people

- Problem solving and decision-making skills required when assessing and responding to young people
- Ability to assess and understand situations to initiate appropriate action/s promptly
- Ability to take initiative, problem solve and step in to assist with or complete shared team tasks
- Willingness to seek support and secondary consultation when faced with youth issues and new situations
- Ability to use professional expertise and judgement in dealing with confidential and often sensitive matters
- Accepting, reflecting and taking action on supervisor feedback where indicated

### **Specialist Skills and Knowledge**

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- Awareness of our social and legislative responsibilities in relation to the Child Safety Standards and principles
- Well-developed communication skills with the ability to communicate and engage with young people (12-25 years), their families, stakeholders, schools, agencies and government departments
- Able to engage, motivate, supervise and support group facilitation with young people, community and key stakeholders
- Knowledge and experience of program and event planning, development, budgeting, promotion and evaluation
- Well-developed networks within the community or the ability to create these networks and work cooperatively with them
- An understanding of the services available to meet the needs of young people
- Sound knowledge of current state and federal youth policies and programs
- Ability to contribute to reports, media releases, promotional material and program proposals, based on the PYD framework

### **Management Skills**

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- Must be familiar with Child Safe Policy, legislation, principles and the reporting responsibilities required to meet organisational responsibilities
- Must be able to support the coordination of youth volunteers, including the facilitation of youth groups
- Able to demonstrate project management skills
- Able to demonstrate sound knowledge and understanding of principles of confidentiality
- Ability to solve problems through discussion, collaboration and teamwork

- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for their own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
  - Contribute to OHS consultation processes
  - Prompt reporting of hazards and incidents

### **Inter-personal Skills**

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- Well-developed skills in working with, developing a rapport, and developing the skills and confidence of young people in groups and individually
- Developed knowledge of diversity and inclusion issues and the ability to apply these in an organisational context to support and implement activities reflective of the community's diversity
- Ability to lead and motivate young people in the development of their skills and confidence
- Must be able to liaise and advocate with agencies and networks, including Council
- Ability to have flexibility in approach to various projects, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances

### **Compliance with Legislation and Policies**

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- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to
  - Southern Grampians Shire Council Policies and Procedures
  - Southern Grampians Shire Council Staff Code of Conduct
  - Privacy and Data Protection Act 2014 (Vic)
  - Equal Opportunity Act 2010 (Vic)
  - Occupational Health and Safety Act 2004 (Vic)
  - Government/Industry Codes of Conduct
  - The Southern Grampians Shire Council Enterprise Agreement
  - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control

- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety and wellbeing of Council employees by:
  - Taking reasonable care for their own health and safety and the health and safety of others within the workplace
  - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
  - Contributing to OHS consultation processes
  - Promptly reporting hazards and incidents

### Qualifications and Experience

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- Recent experience working with young people in a community setting
- Relevant experience in project management, program planning and report writing
- Certificate IV in Youth Work, Social Work, Community Development or relevant experience in the Youth Development sector
- Working with Children's Check
- Police Check

### Key Selection Criteria

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The employee will demonstrate the following:

- Certificate IV in Youth Work, Community Development, Social Work, or experience in the Youth Development and Events Management sector
- An understanding of the Child Safety Standards, principles and awareness to the social and legislative responsibilities
- Ability to work flexible work hours, including some weekend and evening work
- Well-developed written and verbal skills, including program planning, evaluation, budgeting, and report writing
- Ability to support the coordination and facilitation of youth events, groups, training and programs within deadlines and support young people to participate in this process
- Ability to work effectively with team members and other stakeholders, including developing and facilitating networks of both young people and agency representatives

## Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_