

POSITION DESCRIPTION	
Title:	Children's and Families Officer
Group:	Community Connections
Team:	Community Life
Reports to:	Manager Community Life
Grade:	16
Position Allowances:	Nil
Hours:	35hpw (temporary – grant funded)
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	75213
Pre-placement Medical:	Not required
National Policy History Check:	Not required
WWCC Check:	Required
Date Developed:	May 2020
Position Purpose	
<p>To contribute to a city that is child-friendly.</p> <p>Create and facilitate opportunities to strengthen the community and to support wellbeing and safety outcomes for children and families.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Degree or post graduate qualifications in social work, psychology, sociology, early childhood/primary education or similar. • Demonstrated experience in working with children and families. • Demonstrated ability in planning, delivering and evaluating programs and activities that promote wellbeing and safety outcomes for children and families. • Demonstrated ability to develop and review strategies, plans and policies relating to children and families. 	

- Demonstrated experience in applying for and managing grants, budgets, sponsorship and partnerships.
- Demonstrated commitment to excellent teamwork, interpersonal, leadership and time management skills.
- Excellent verbal and written communications skills, with strong report writing and engagement skills.
- A high level of proficiency in Microsoft Office and experience using online tools, web based programs and social media as a tool to promote programs and activities to children and families.
- Experience in using a quality management system or other business improvement initiatives.
- Possess a "Working with Children Check" Clearance in accordance with the 'Child Protection (WWC) Act 2012.

Desirable:

- Experience in facilitating community engagement forums and networks.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Children's and Families Officer key opportunities

- Develop, deliver and evaluate a strategic framework for a child friendly Shellharbour.
- Develop, deliver and evaluate programs and activities that promote wellbeing and safety outcomes for children and families.
- Create and facilitate opportunities to strengthen the community and their role in supporting children and families.
- Coordinate and facilitate the Children and Families Network.
- Coordinate and deliver training activities for service providers working with children and families.
- Coordinate and deliver engagement, information workshops and seminars to the public around child wellbeing.
- Collaborate with other members of the Community Life team to support the successful delivery of the Reconciliation and NAIDOC community events.
- Develop and inform organisational plans and policies that ensure the safety and wellbeing of children.
- Provide information, advice and referral to Community, Council, Councillors and Customers in relation to children and young people.
- Promote children's and families services throughout the community via events, programs, displays, educational and recreational activities.
- Build and strengthen strategic partnerships with key stakeholders.

- Use social media, Let's Chat, online services, face to face, and other technologies to engage with children and families.

Provide supervision, coaching and guidance

- Lead and work collaboratively with team members in developing and delivering effective high quality programs and activities to children and families.
- Encourage and maintain good staff relations and team work.
- Meet formally and informally with staff/contractors receiving and providing feedback regarding performance.

Contribute to the overall operation of the organisation

- Apply and demonstrate Council's Core Values across all areas of work.
- Assist in the development, implementation and monitoring of strategic plans, IP&R framework and Fit for the Future benchmarks.
- Assist in the development and implementation of quality management systems and standard operating procedures that comply with legislation.
- Consult with internal and external customers including staff, residents, education services, industry, contractors, government and community agencies.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers.

Professional development & support

- Take personal accountability for own professional development.
- Keep abreast of and apply industry wide trends, best practice and innovation.
- Contribute to the effectiveness of the team through positive and productive personal behaviour.
- Recommend issues of importance to be addressed by Team Leader Children's and Youth Services.
- Attend relevant industry conferences, meetings, seminars, training, etc., as required.
- Assist the Team Leader Children's and Youth Services and Manager Community Life as directed.

Work Health & Safety

- Ensure safe working conditions are maintained
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control the risks
- Ensure all incidents, hazards and near misses are reported and immediately followed up.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.