

Youth Development Officer

Position Number: 500138

Directorate: Advocacy and Community Services

Department: Sustainable Communities

Reports to: Coordinator Community Development and Youth Services

Classification: Band 6

Employment Status: Permanent

Location: **Civic Centre Broadford** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: July 2021

Employee signature: _____ **Date:** / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



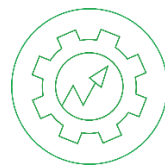
Respect



Customer Service
Excellence



Accountability

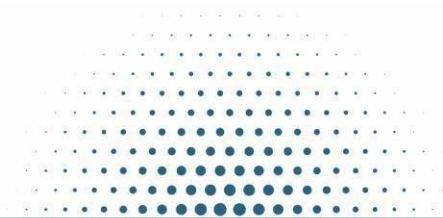


Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Organisational Performance
- > Economy, Growth and Infrastructure
- > Advocacy and Communities



About the Role

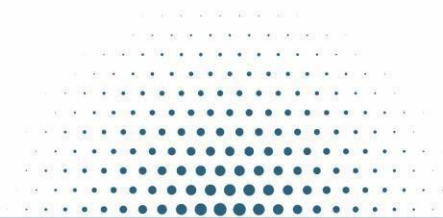
Objectives

- > Support the planning, development, implementation and evaluation of council's youth services, programs and activities to enhance wellbeing, resilience, safety, social connectedness and cohesion of young people aged 12-24 years
- > Deliver projects, programs and activities which respond to the needs of young people and are consistent with the objectives of the Mitchell Life Stages Strategy, Social Justice Framework, the Municipal Public Health and Wellbeing Plan, and other strategic planning processes of Council
- > Utilise youth events, activities and positive promotional material to showcase and endorse Mitchell Youth Services in collaboration with the Communications Department
- > Develop positive relationships with all young people across Mitchell Shire including people with a disability, people from Aboriginal and Torres Strait Islander backgrounds, people from culturally and linguistically diverse backgrounds and those that are gender diverse to ensure the diversity of needs is reflected in all organisational policy and decision making
- > Build, maintain and motivate a range of participatory engagement processes with young people that provide genuine opportunities to influence and be involved in Youth led decision-making processes
- > Actively create, develop and maintain partnerships, stakeholder and network relationships, to ensure initiatives are sustainable, strategic and improve participation and positive outcomes for young people
- > Plan and deliver youth events that contribute to building resilience and capacity within Mitchell Shire
- > Increase awareness of Mitchell Youth programs, events and services by using marketing, communications and promotional strategies and activities
- > Facilitate and promote the Mitchell Youth Centre (Broadford and Wallan) to local youth service providers, schools and young people
- > Support the development of and lead the delivery of a range of activities to enhance participation, leadership and volunteering for young people

Specific Portfolio Area:

Youth Development Officer – Music, Arts & Culture

- > Lead and facilitate the Music, Arts & Culture portfolio including the facilitation of FReeZa and Engage program, meetings and events
- > Coordinate and facilitate program meetings, lead events and support young people in Mitchell Shire to participate
- > Facilitate consultation, co-created with young people, plan and deliver youth events that contribute to building resilience and capacity within Mitchell Shire, including Mitchell Youth Week, Skate Competitions, Music Festivals, Graffiti Prevention workshops and Health and Wellbeing initiatives
- > Generate strategic and programmatic responses for young people that support their wellbeing, development, access, participation and voice in the music, arts and culture area
- > Facilitate and promote the utilisation of the Mitchell Youth Centre (Broadford and Wallan) to local youth service providers, schools and young people
- > Recruit and manage retention and development of young people in Youth committees



Youth Development Officer – Leadership and Participation Portfolio

- > Facilitate the Mitchell's Youth Council program, providing support to all young people involved including the support in preparation of agendas and minutes and the implementation of actions and initiatives
- > Lead and facilitate the Mitchell Youth Steering Committee including the implementation of the all youth aspirations included in the Mitchell Life Stages Strategy
- > Facilitate and promote the utilisation of the Mitchell Youth Centre (Broadford and Wallan) to local youth service providers, schools and young people
- > Create, build and maintain strong relationships with key stakeholders including internal and external organisations to increase the number of young people that are connected into structured or vocational program placements
- > Coordinate the development, delivery and documentation of the "L2P Learner Driver Mentor Program" to meet funding requirements
- > Contribute to, implement and evaluate responsibilities of Youth Services in the Municipal Public Health and Wellbeing Plan
- > Contribute to, implement and evaluate responsibilities of Youth Services in the Social Justice Framework
- > Facilitate the development, delivery and partnership of the annual School Holiday Program
- > Facilitate consultation, co-create with young people, plan and deliver youth events that contribute to building resilience and capacity within Mitchell Shire, including Mitchell Youth Week and health and wellbeing initiatives

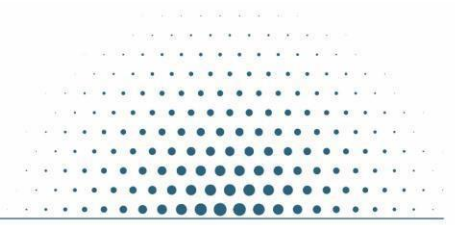
Key Responsibility Areas

Youth Engagement

- > Using a variety of innovative methods, celebrate and give prominence to the positive impact and contribution of young people in the community
- > Develop and distribute promotional and educational material in relation to young people as required, including contributing to Council newsletters and bulletins
- > Identify and implement mechanisms to engage and encourage young people to actively participate in the development and delivery of Youth Services. Evaluate the effectiveness of mechanisms over time to ensure they remain effective and relevant
- > Create pathways to engage and support young people to identify and develop their leadership and influencing skills
- > Advocate on social issues as identified and provide support to Council to develop appropriate responses to these issues

Event Management

- > Work in partnership with key stakeholders and community to organise and implement key youth events throughout the calendar year that are aimed at building awareness, resilience, connectedness and social cohesion
- > Seek out new stakeholders and develop new partnerships through negotiation and collaboration
- > Ensure acknowledgement of key events and days of note including:
 - Cultural Diversity Week
 - International Day Against Homophobia, Transphobia and Biphobia
 - Youth Week
 - Volunteer Week



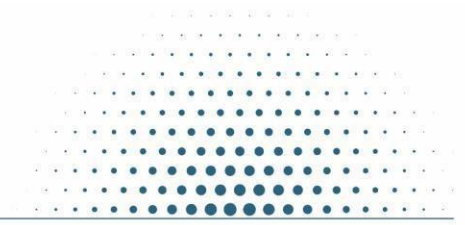
- School Holiday Programs
- > Under the direction of the Coordinator Community Development and Youth Services, develop and implement strategies to effectively promote and market Youth Services and its projects, programs and events. Evaluate the effectiveness of these strategies over time and modify where indicated

Resilience and Capacity Building

- > Support and encourage effective working relationships and interagency partnerships with other local governments, service providers and agencies, industry, other external stakeholders and the community
- > Develop and implement strategies to encourage participation of young people from a range of socio-economic and cultural backgrounds and young people with disabilities in Youth Services initiatives and projects
- > Develop and maintain knowledge of current services and infrastructure that assist young people and facilitate the sharing of information, knowledge and resources between stakeholders and groups
- > Deliver training, education, grant and networking opportunities for young people and organisations to build knowledge and capacity to promote community connectedness and resilience
- > Deliver and support youth activities, programs and events which foster social connectedness, create awareness of issues and build relationships within the community
- > Assist in the development of initiatives and activities which encourage participation of young people from a range of socio-economic, cultural backgrounds and abilities in local groups, clubs and committees
- > abilities

Service Planning and Development

- > Monitor and evaluate the Mitchell Life Stages Strategy and associated action plans in collaboration with the Coordinator, Youth and Community Development
- > In partnership with internal and external stakeholders co-design, monitor and review annual actions plans for assigned Mitchell strategies and plans, including the Municipal Health and Wellbeing Plan, the Social Justice Framework and the Life Stages Plan
- > Contribute to the development of operational policies, procedures and guidelines to support the effective delivery of Youth Services
- > Map service gaps in relation to young people and resources and advocate for change when needed
- > Research, collate and prepare information for use in internal and external reports and papers on youth related developments / initiatives
- > Maintain efficient and up-to-date data collection systems and report on trends of service usage and event attendance
- > Write submissions, grant applications and development projects based on identified community need that work to build knowledge and capacity to promote community connectedness and resilience



Finance and Administrative Management

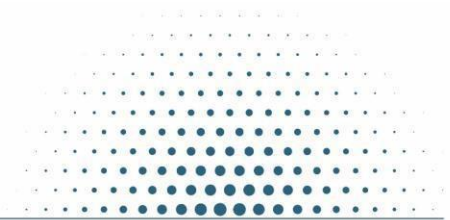
- > Under the supervision from the Coordinator, Community Development and Youth Services, monitor and maintain relevant budgets for activities and funding grants, addressing variances as indicated
- > Complete grant acquittals within a timely manner
- > Procurement of goods and services related to youth initiatives conducted by Youth Services
- > Process purchase orders that relate to the delivery of Youth Services

Risk Management and Occupational Health and Safety

- > Comply with occupational health and safety legislation, risk management requirements and all Council policies and ensure these are incorporated into the planning of community events
- > Conduct and develop risk assessment plans for Youth Services events, in liaison with Risk

Other Duties

- > Responsibilities and duties included in this position description are subject to the multiskilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award



About You

Key Selection Criteria

- > Tertiary qualifications in Youth development, youth work or related field, and a minimum two (2) years of experience employment in the youth development and/or community services area
- > Proven experience in the following key areas:
 - Youth Development
 - Community Services
 - Youth engagement and consultation practices
 - Event Management
- > Demonstrated experience engaging and working with young people, their families, schools and the community
- > Ability to develop and maintain effective relationships and a culture of collaboration with internal and external stakeholders, through complex situations and negotiations in order to drive high quality outcomes for the community
- > Effective interpersonal skills, incorporating a high level of verbal and written communication and problem solving.
- > Demonstrated ability to prepare plans including program budgets and measurable objectives

Qualifications and Experience

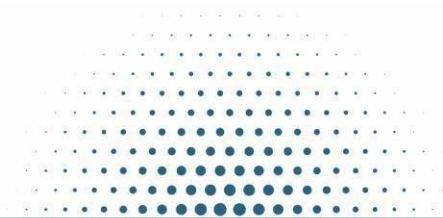
- > Experience and demonstrated ability to successfully deliver programs and projects, preferably in the areas of youth and/or community development
- > Demonstrated experience in community capacity building and working with communities, with ability to build effective partnerships and build capacity
- > Demonstrated interpersonal, oral and written communication skills, including the ability to influence, negotiate, network strategically and relate effectively with a broad range of stakeholders in both the public and government sectors
- > Experience in organising events with young people
- > An understanding of, and commitment to, the development and engagement of young people and communities
- > An awareness of the contemporary issues facing interface, rural and regional communities and the young people within those communities
- > A preparedness to work outside normal working hours
- > Competence in the use of computers, standard software programs and social media platforms

Essential

- > Tertiary qualifications in youth work, community development, social work or a related discipline
- > Valid and current Drivers Licence
- > Willingness to undergo a National Police Check and Working with Children Check

Desirable

- > Proven experience in a similar position, with demonstrated capacity to work productively with the community in achieving their goals
- > Demonstrated experience in working with young people, their families, schools and the community
- > A demonstrated ability to utilise available resources with innovative and creative thinking



Position Requirements

Accountability and Extent of Authority

- > Accountable to the Coordinator Community Development and Youth Services for the performance of key responsibilities detailed above
- > Through the guidance of relevant staff, responsible for ensuring that all requirements of OHS, EEO and other legislative and regulatory responsibilities are observed by contractors and staff engaged by Council and under the supervision of the Youth Services Coordinator

Judgement and Decision Making

- > Be able to efficiently respond to changing circumstances and make sound decisions to ensure the ongoing efficiency and effectiveness of the delivery of Youth Services activities
- > Consultation with relevant community members, service providers and government organisations in the process of developing projects.

Specialist Skills and Knowledge

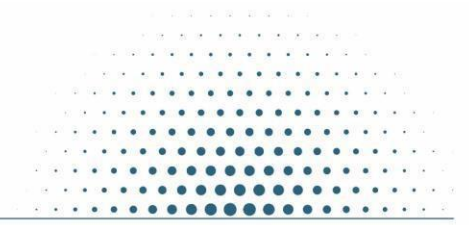
- > Proficient in applying the code of ethical practice in relation to young people and the community
- > Demonstrated experience and understanding of youth and community related matters, and the ability to relate well to young people
- > Demonstrated experience in face to face work with individual young people and groups and commitment to involving young people in the planning and delivery of services
- > Ability to prepare plans including program budgets and measurable objectives
- > Experience in outreach work with young people, particularly young people who are isolated or at risk
- > Demonstrated ability in developing a broad range of community networks
- > Mediation and conflict management skills within the Youth community
- > Knowledge of government infrastructure networks and funding opportunities for community-based activities
- > Experience in grant submission and report writing as well as program development skills

Management Skills

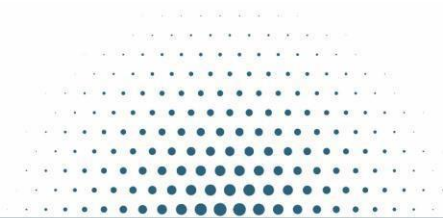
- > Proven ability to manage time, establish priorities, plan and organise own work
- > Demonstrated ability to set and achieve specific objectives in the most efficient way possible within set timeframes
- > Proven ability to work autonomously and in a team environment
- > Ability to ensure outcomes are achieved
- > Acknowledged ability to be pro-active and show initiative

Interpersonal Skills

- > Demonstrated ability to actively work and cooperate as part of a team – internal and external – in the administration of defined activities
- > Liaison with peers in other organisations to discuss and review specialist matters
- > Demonstrated understanding of, and ability to, maintain confidentiality
- > Excellent communication and presentation skills; oral and written



- > Demonstrated interpersonal, oral and written communication skills, including the ability to influence, negotiate, network strategically and relate effectively with a broad range of stakeholders in both the public and government sectors
- > Integrity, trustworthiness and professionalism



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement
- > Early Education Employees Agreement

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

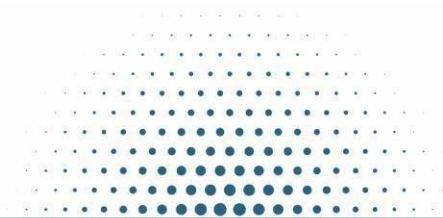
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

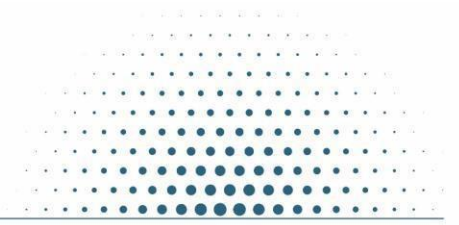
Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

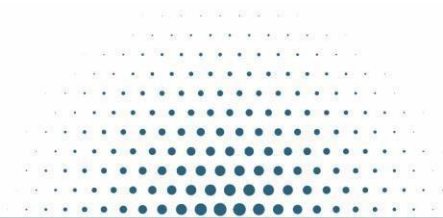
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

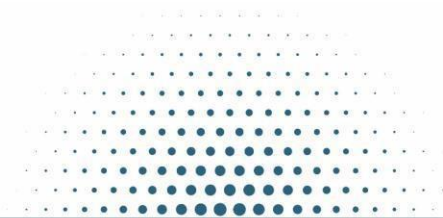
Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.

Working with Children Check

Where a valid Working with Children Check is a mandatory requirement of the role, employees must immediately report to their Manager and People & Culture any revocation or cancellation of their WWCC. Council will consider the circumstances involved and determine the appropriate action, which may include termination of employment based on the evidence or issues leading to the revocation.