

George Town Municipality

Position Description

Position Title: Youth Development Officer

PF NUMBER:	ESPROF	POS NUMBER:
POSITION PURPOSE	To work with young people, the youth sector and the broader community to enhance and nurture a healthy, democratic and sustainable quality of life for those who live, work and visit the George Town Municipality.	
AGREEMENT COVER	George Town Council Enterprise Bargaining Agreement.	
PACKAGE RANGE	Depends on qualifications and experience.	
DEPARTMENT	Community and Development.	
SUPERVISES	No direct reports but is required on occasions to supervise volunteers, employees and contractors at events.	
REPORTS TO	Team Leader – Community and Development. Supervised by Community Development Officer.	
BASE WORK LOCATION	Municipality of George Town, Northern Tasmania Council Chambers and Visitor Centre.	
DATE	30/11/2018	
TERMS	Part Time (0.4 FTE) – Maternity Leave Coverage Position	

APPROVED BY	
NAME	Harry Galea
POSITION	Acting General Manager
SIGNATURE	



Youth Development Officer - Key Responsibilities

Key Result Areas / Key Accountabilities/Tasks	Performance Indicators
<p>1. Strategic Planning for George Town's youth sector:</p> <p>a. Develop and implement relevant social and strategic planning documentation in accordance with the Youth Policy</p> <p>b. Provide input and advice to the Community Development Officer and Team Leader Community and Development on relevant matters, in line with Council's policies and procedure.</p>	<ul style="list-style-type: none"> • Strategic plan is implemented, and goals are achieved • Works collaboratively with fellow council employees • Advice and input are timely and based on knowledge and understanding of current best practice • Strategic objectives are achieved within established budgets and timeframes
<p>2. Enhance the coordination and capacity of George Town's youth</p> <p>a. Work with young people, youth organisations and the broader community to facilitate coordination and collaboration</p> <p>b. Work with young people using a community development framework</p>	<ul style="list-style-type: none"> • Facilitation of projects and programs that build the capacity of community's youth.
<p>3. Encourage democratic and civic participation</p> <p>a. Develop and implement mechanisms which encourage participation with the community</p> <p>b. Coordinate George Town's Youth Advisory Group</p> <p>c. Educate elected representatives and officers on youth issues of importance to the community</p>	<ul style="list-style-type: none"> • Encourage democratic and civic participation • Facilitation of projects and programs that encourage democratic and civic youth participation
<p>4. Work with the youth in the community to build community capacity</p> <p>a. Represent George Town Council on relevant internal and external committees</p> <p>b. Participate in the development and implementation of community and youth education programs</p> <p>c. Research and facilitate funding opportunities that will assist in the delivery of initiatives that build the capacity and capability of the George Town communities' youth.</p>	<ul style="list-style-type: none"> • Work with the youth in the community to build community capacity • Relevance and success of initiatives • Funding opportunities identified, grant applications submitted on time and funding secured where possible.

Youth Development Officer - Key Responsibilities

Key Result Areas/ Key Accountabilities/Tasks

5. Project Planning
 - a. Develop, implement and manage youth orientated projects.

6. Internal resourcing
 - a. Provides support to Community Development Officer to manage specific events and to cover high workload periods
 - b. Develop opportunities with CDO to integrate youth activities into general community events where possible a. Provide support to Community Development

7. Work Health and Safety/Risk Management
 - a. Take care for your own health and safety and that of others who may be affected by your acts or omissions
 - b. Comply, so far as reasonably able, with any reasonable instruction given by the PCBU/Officers (including Team Leader, Works Coordinator, Supervisor, Leading hand or person appointed responsible for leading a job/task) to allow the PCBU (including council and its employees to comply with work health and safety laws, regulations, codes of practice and safe work procedures.
 - c. Cooperate with any reasonable policy or procedure relating to the health or safety at the workplace that that has been notified to workers.
 - d. Report all incidents, near misses and hazards (that cannot be immediately rectified) as soon as possible using Council's incident and hazard notification procedure.
 - e. Assist in the provision of a safe and healthy work environment and comply with the Work Health & Safety Act 2012, its amendments,
 - f. Regulations, related Codes of Practice, applicable Australian Standards and Safe Work Procedures
 - g. Ensure that you have the appropriate licenses (when legally required) and are competent prior to commencing a task.
 - h. Ensure that risk management factors are fully considered when changing or setting up new work sites, work programs or undertaking new projects

Performance Indicators

- Projects developed in line with current sector best practice
- Works collaboratively with key stakeholders.
- Project objectives are achieved on time and on budget

- Works collaboratively with Community Development Officer in managing specific events and to covering high workload periods
- Youth activities are successfully running with general community events where practical

- Work safely and manage risks of injury to self, fellow employees, contractors and the community
- All incidents and hazards reported
- Work is stopped when it is unsafe.
- Participate in health assessments when requested to ensure that it is safe for you to perform the inherent requirements of the position.,
- Completed all training as requested
- Complied with all legislation, regulations, policies, procedures and safe work method statements
- Complied with reasonable instructions
- Provided supervision and instruction as required by Local Government Award, Local Government Legislation and Work Health and Safety Act (Tas)

Youth Development Officer - Key Responsibilities

Key Result Areas/ Key Accountabilities/Tasks	Performance Indicators
<p>Work Health and Safety/Risk Management (continued)</p> <ul style="list-style-type: none"> i. Consult with your fellow workers, team leader, works coordinator, leading hand and liaise with the Health and Safety Committee, Health and Safety Representatives and HR and WHS consultant where appropriate to resolve risk management issues; j. Provide ongoing instruction and consultation with Workers in the proper use of plant, equipment and materials and enforce safety rules and practices that apply to Workers' work; k. Ensure reporting and investigation of all accidents, incidents, injuries or near misses within the work area under their control; l. Participate in audits of activities as requested; and m. Report any risk identified associated with Council assets, work sites or work systems. n. Assist with incident investigations when requested. o. Cease work immediately when you have a reasonable concern about a serious risk to their health and safety or an immediate imminent exposure to the hazard. 	

KEY RELATIONSHIPS	
Internal Customers	Nature of Relationships
<p>Team Leader Community and Development and Community Development Officer</p> <p>Fellow Council Employees</p>	<ul style="list-style-type: none"> • Reporting relationships • Working colleague's relationship • Support and assist other staff members as required.
External Customers	
<p>Government departments in the youth sector</p> <p>Other youth workers in local government</p> <p>Non-government youth organisations</p> <p>Broader community</p> <p>Youth Advisory Group</p>	<ul style="list-style-type: none"> • Key partnership with all external stakeholders.

Youth Development Officer - Policies, Procedures & Agreements

Dispute/Grievances Procedures

George Town Council strives to achieve a work place which fosters a productive and harmonious working environment and where work-related concerns, or grievances are managed promptly, impartially and justly. To effectively deal with work related grievances, employees are required to become familiar with the grievance procedures contained in the George Town Council Enterprise Bargaining Agreement or as stated in your contract of employment.

Confidentiality Agreement

It is a requirement of George Town Council that all new or transferring employees sign a confidentiality agreement. Employees are not to access any information within Council's systems that is not relevant to their work.

Computer Use Policy (Electronic Media)

It is a requirement of George Town Council that all new or transferring employees sign a Computer Use Policy – (Electronic Media).

Fraud Prevention

George Town Council is committed to the investigation, deterrence and prevention of all forms of fraud in accordance with its Fraud Control Policy. All fraud is damaging to the Council and community through financial loss, adverse publicity and loss of public confidence

Sustainability

In accordance with *George Town Council Enterprise Bargaining Agreement, clause 3*, your role will consider the following sustainability requirements:

- a. To achieve and/or improve financial sustainability;
- b. To manage asset in a way that maximises asset service delivery and manages related risks;
- c. Develop, implement and improve planning & development strategies that improve the quality of life for communities through supplying access to facilities and services;
- d. Community satisfaction – (a) planning & development (b) community involvement (c) infrastructure (d) waste management (e) recreation, cultural facilities and programs (f) community health and safety (g) overall satisfaction

GEORGE TOWN COUNCIL VALUES

SOURCED FROM STRATEGIC PLAN 2016-2026

<p>Community</p> <p>We involve people in decisions that affect their lives, we value our citizens and we develop and support them to be resilient and effective, we have empathy and seek to understand perspectives, we support and empower people through our work</p>	<p>Heritage and Environment</p> <p>We understand that the health of the environment underpins our social and economic prosperity as well as the health and wellbeing of our community, heritage is our legacy from the past, what we live with today, and what we pass on to future generations, we understand that we are custodians of our natural environment and as such have an obligation to protect and manage it wisely</p>
<p>Accountability</p> <p>We take ownership of the quality and demonstrable impacts of our work, we ensure that our decisions and actions are evidence based and outcome focused, we are considered and transparent about how we use public resources</p>	<p>Transparency</p> <p>We seek feedback from all directions to achieve open communication and foster collaboration, we offer constructive feedback to others that is timely, specific and descriptive</p>
<p>Respect</p> <p>We treat people with fairness, respect, objectivity and courtesy, we listen and communicate honestly and clearly, we seek to understand other's perspective, experiences and contributions, we recognise and value people's diversity, equality and human rights, we will not discriminate</p>	<p>Innovation</p> <p>We are flexible, creative and responsive to changing needs, we have the courage to take informed risks and try something new, we are reflective and seek feedback to inform and shape our work, we are supportive of innovation, both within Council and within the Community</p>
<p>Can do</p> <p>Our "can do" culture is something we're proud of – the uniting elements that binds our organisation together.</p>	

Youth Development Officer

Qualifications, Skills, Knowledge & Experience / Selection Criteria

Essential:

1. Current Tasmanian "Working with Vulnerable People" registration is required.
2. Current Class "C" driving licence. (car/utes/light trucks).
3. High standards of personal ethics and integrity

Desirable:

Qualifications

- Relevant tertiary qualifications and/or relevant experience with youth and community organisations is advantageous.

Skills and Knowledge

- Demonstrated ability to use information technology effectively and efficiently
- Research skills and experience writing grant submissions
- Strong negotiation, influencing and leadership skills with youth, fellow Council employees and community representatives
- Demonstrated experience in strategic planning and in managing projects effectively
- Sound problem solving and decision-making skills
- High level of verbal communication skills, with the ability to quickly develop and maintain rapport with stakeholders and, with the community's youth and young adults.
- High level written communication skills, and the ability to develop and write, policies, procedures, submissions and reports

Experience:

- Experience working with youth in a community environment
- In local government

Attitudes

- Recognition that the Youth Officer must lead by example and set a standard of behaviour young people aspire to emulate.
- Demonstrated ability and willingness to lead fellow workers, ensuring that work is completed on time and on budget without compromising the safety of workers and the public. Certificate III or higher in Carpentry, Civil Works, Horticulture or another relevant discipline and/or extensive experience comparable to the possession of these qualifications.
- Ability to be trained and agreeable to learn how to safely operate, when requested, plant and equipment used by employees based at the Depot. Examples of plant and equipment include, but are not limited to, excavator, loader, tractor, slasher, mowers, chain saw.
- Ability and willingness to obtain high risk licences relevant to the work they perform.
- Previous work experience confirms that applicant undertakes and completes tasks safely, efficiently and effectively.
- Medical assessment confirms worker can perform inherent requirements of the position safely and effectively.
- Effective verbal and written communication and interpersonal skills that enables performance of all duties and constructive and professional interaction with Council leadership, fellow workers and the public;
- Capable of reading and understanding maps, plans, design specifications and related documentation necessary to complete assigned tasks and projects;
- Ability to and willingness to gain assessor qualifications
- Ability to learn or capable of performing all tasks reasonable assigned in a competent manner

I agree to perform the duties detailed in this position description in a manner consistent with the Organisation's Values:

Employee's Signature:

Date:

