Children & Youth Development Officer
Position Description
Children & Youth Development Officer

Classification
Band 6

Status (FTE)
Permanent (1.0)

Division
Resilient Communities

Occupant
Vacant

Date
May 2020

About us
From surfing to cycling to wining and dining and everything in between, Bass Coast provides the perfect balance of rural, residential and holiday lifestyles for all to enjoy—all with stunning backdrops of beaches, bushland and rolling hills.

A fast growing peri urban coastal shire with a strong focus on the balance of environment, economy and community. The environment is our economy. To meet the needs of our fast growing status our organisation has been reimagined to meet the current and future challenges. Our organisation is underpinned by the principles of:

- We deliver
- Placing the customer at the centre of everything we do and,
- Being a part of something bigger

With a proven track record of investing in our people we attract high quality applicants who want to contribute to our community, excel in their careers live the values of Excellence, Passion, Imagination, Integrity & Courage.

Reporting to the Team Leader Social Planning, the Children & Youth Development Officer plays a key role in leadership and advocacy within the children’s services and youth sectors of the Bass Coast community. The role will work with the Social and Community Planning Team to contribute to the strategic directions of the municipality identified in the Council Plan and Municipal Public Health and Wellbeing Plan and the soon to be completed, Bass Coast Living Young Plan. This is achieved through the development and management of relationships with community members and partner agencies.
Key responsibility areas

- Support the development, implementation, monitoring, evaluation of Council’s Living Young Plan (A Better Bass Coast for Children, Families and Youth)
- Manage and periodically review Council’s Youth and Early Years funding program to meet the needs of Council and the community.
- Establish and coordinate registration systems and infrastructure requirements to support kindergarten and childcare programs across the Shire
- Facilitate opportunities for children and young people to be actively involved in decision making, planning and implementation of projects and services supported by Council.
- Coordinate and facilitate youth and early years networks, partnerships and forums
- Represent Council in youth and early years networks and forums and report back to other departments, providers and networks as appropriate.
- Provide timely advice to Council and other stakeholders on the emerging issues and opportunities concerning youth and early years.
- Provide awareness of and support for projects, policy development and other initiatives being undertaken by the Social and Community Planning Team.
- Seek out and apply for grants or support other providers to apply for grants for youth and early years projects and activities that further Council’s strategic objectives. Perform all administrative tasks associated with the position, including record keeping, monitoring, report writing, and the preparation of Council Reports.
- Establish and maintain positive, productive and mutually beneficial working relationships with a diverse range of stakeholders including all levels of government, early years and youth service providers, schools and young people.
- Other duties as directed within the skills and abilities of a position at this level.

Organisational Relationships

Manager Community Recreation and Culture

Team Leader Community Planning

Team Leader Social Planning

Children & Youth Development Officer
Accountability and extent of authority
The incumbent is responsible and accountable for:

- Delivering on what is promised by when it is promised.
- Delivering within financial parameters.
- Engaging and building relationships with key stakeholders.
- Contributing to developing key performance indicators within the Municipal Public Health and Wellbeing Plan and Council Plan and Living Young Plan (Children, Families and Youth)
- Contribute to emergency management activities when required and as directed by the General Manager.
- Delivering relevant and effective projects/programs that improve the health and wellbeing of the Bass Coast community with a focus on Early Years and Youth.
- Identify and refer risk issues to Council.
- Understand and comply with the organisations principles, standards, policies and procedures including Working Together, Fraud Policy, Code of Conduct and the Customer Service Charter.

Competencies

Judgement and decision making
The incumbent must be able to:

- Solve problems in a demanding operating environment and contribute to strategy and policy development for the Resilient Communities Division and Council.
- Make decisions on all matters that are the responsibility of the position, if these are within delegated authority, legislative requirements, established policy or recognised standards.

Specialist Skills and Knowledge
The incumbent must be able to demonstrate:

- Ability to provide professional advice to internal and external customers in relation to specialist matters.
- Knowledge of relevant legislation and regulations relevant to early years and youth.
- A sound understanding of early years and youth planning and policy documents, Municipal Public Health and Wellbeing Plan and Council Plan and the legal, socio-economic and political context.
- Ability to ensure all relevant policies and guidelines are developed, up to date and communicated regularly across the organisation as appropriate.
- Ability to maintain professional skills and knowledge through education, establishing networks, qualifications and memberships.

Management skills
The incumbent must be able to demonstrate:

- Ability to achieve results within set timeframes and allocated budgets, against conflicting priorities.
- Ability to supervise consultants and contractors in carrying out specific projects.
- A commitment to initiate, implement and manage change.

Interpersonal skills
The incumbent must have:

- The ability to liaise, engage and consult with all relevant stakeholders to discuss and resolve specialist matters.
- Well-developed written and verbal communication skills and effective presentation skills.
- Demonstrated ability to design, develop, implement and report on service delivery.

Qualifications and experience
The incumbent requires:

- A tertiary qualification in community services or relevant experience working in the Early Years or Youth sector. Local Government experience is beneficial.
- An understanding the IAP2 Community Engagement Framework.
Pre-Employment Checks
Applicants will be required to undergo pre-employment checks including but not limited to a Police Records Check and Working with Children Check.

Key Selection Criteria
Selection will be based on the following key selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description.

- Tertiary qualifications in community services or a relevant discipline with extensive experience in a related field.
- Ability to apply effective governance and facilitation skills to consult and work collaboratively with a large range of internal and external stakeholders.
- Ability to apply strategic thinking to understand and prioritise early years and youth focused opportunities within the context of our local community and political environment.
- Ability to apply well developed project management skills to a wide range of community projects and programs.
- Highly developed oral and written communication skills, targeting a broad range of audiences with the ability to engage and inspire.
- Current Victorian Driver’s Licence.