

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	Team Leader Youth Planning and Development
POSITION NUMBER:	0136
DIVISION:	Community Life
DEPARTMENT:	Connected Communities
CLASSIFICATION:	Band 7
REPORTS TO:	Coordinator Youth Development
DIRECTLY MANAGES:	Project staff, Volunteers, Casual staff, and some external service providers
INTERNAL LIAISONS:	Engineering Services, Environment & Natural Resources, Operations & Waste, Parks & Support Services
EXTERNAL LIAISONS:	Young people and families, Community Groups, General Public, State and Federal Government Departments.
DATE:	April 2017

POSITION OBJECTIVES:

The Team Leader Youth Planning and Development will engage young people in the strategic planning and development of programs and activities which strengthen social networks and enhance opportunities for young people from diverse backgrounds, communities and experiences

Working closely with partner organisations, the Team Leader will build on existing community projects and programs and raise awareness within the broader community. The position will provide input into the strategic planning and development across council departments relevant to young people, including infrastructure, growth areas, shared hubs and programs.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Supervise a multidisciplinary team of youth/social workers, as well as volunteers, casual staff and young people.
2. Provide expert analysis and advice on State and Federal policy in relation to services to best position Council to achieve positive outcomes for the community.

3. Develop and implement sustainable initiatives, policy options and the youth strategic plan to best position Council to deliver timely and appropriate youth family centered services and infrastructure in established and growth areas.
4. Provide education and community development about the issues and needs of young people from diverse communities' experiences and backgrounds.
5. Engage young people in the planning and implementation of activities, events and programs.
6. Assist with programs and project reviews including performance reviews and evaluation.
7. Manage and monitor project budgets.
8. Monitor, respond and anticipate the changing needs of the community in the provision of the youth area.
9. Adhere to all Council's policies and procedures as relevant to this position.
10. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

1. Extensive experience and demonstrated achievement in the area of youth development or tertiary qualifications in a relevant area of the social sciences along with several years experience in a similar role.
2. Proven experience in conducting research, strategic planning and evaluation.
3. Proven capacity to manage projects and resources, including the ability to develop, maintain and implement project briefs and budgets.
4. Proven ability to supervise staff within a multidisciplinary team, with a range of experience.
5. Highly developed written skills as well as strong interpersonal skills.

6. Proven ability to work with a range of stakeholders including community, schools, families and other youth based agencies.
7. Significant experience in the planning and/or implementation and development of Community Development projects and services.
8. Understanding of health and well being and developmental needs of young people.
9. Demonstrated understanding of the environment within which local government operates.
10. Current Working with Children Check.
11. Satisfactory National Police Records Check.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Authority to make decisions and implement strategies in relation to the Youth Development Unit projects and issues as appropriate.
- Authority to act independently with only general guidance to ensure the efficient and effective development and implementation of project activities according to policy objectives.
- Accountable for budget preparation and subsequent maintenance of expenditure in line with set parameters.
- Report to the coordinator of youth development to ensure achievement of goals and objectives.
- Represent Council on Committee/Public Meetings as per defined roles.
- Accountable for maintaining a high level of professional ethics at all times.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Identify and analyse a range of policy options and develop recommended actions to address emerging issues.
- Take control and show initiative in new and unexpected situations.
- Display high level judgment and decision-making skills regarding issue identification and response development, with consideration of the multiplicity of stakeholders.
- Harness current research into the effects of discrimination on the wellbeing and mental health of young people and apply this in a problem-solving manner to a local context.
- Provide expert advice on these issues to council, schools, youth agencies and other stakeholders.
- Display a lateral approach to addressing challenging issues.
- Make professional judgment and decisions critical to the department.
- Ability to identify, analyse and resolve problems accordingly.

SPECIALIST SKILLS AND KNOWLEDGE:

- High level of skills in effective communication, report writing, and relationship building.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.
- Knowledge of the impact of discrimination on mental health.
- Knowledge of the relevant research pertaining to the experience of young people from diverse backgrounds and experiences.

MANAGEMENT SKILLS:

- Ability to manage time and set work priorities, work on a number of different projects simultaneously and respond to immediate needs.

- Project management including time management in relation to achieving project objectives.
- Understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies.
- Knowledge of recruitment and selection procedures and techniques, position descriptions and employee development schemes.
- Demonstrated ability to be a self-initiator and ability to work with minimal supervision.
- Demonstrated ability to establish and meet timelines.
- Demonstrated experience in developing, implementing and managing projects including associated staff.
- Demonstrated ability to perform financial analysis and manage budgets.
- Demonstrated ability to facilitate an integrated and holistic approach to working with young people and their families, both within Council and in partnership with external bodies.
- Ability to contribute to long term staffing strategies.
- Assist in the selection and induction of staff as required.
- Demonstrated ability to provide leadership and management to a multi-disciplinary team.

INTERPERSONAL SKILLS:

- Strong written and verbal communication skills, including report writing skills.
- Work with external organizations to develop partnerships to discuss and resolve specialist problems within the youth area.
- Ability to gain cooperation and support of others to achieve goals.
- Demonstrate values and behaviours consistent with maintaining a positive team culture.
- Proven leadership qualities
- Ability to liaise and establish working relationships with Councilors, young people and their families, government authorities, schools, service agencies and community groups.
- Ability to negotiate and resolve specialist problems with a range of stakeholders.
- Ability to work positively with staff of varying professional backgrounds.
- Ability to articulate complex issues in a range of forums.

QUALIFICATIONS AND EXPERIENCE:

- Extensive experience and demonstrated achievement in the area of youth development or tertiary qualifications in a relevant area of the social sciences along with several years experience in a similar role.
- Proven experience in conducting research, strategic planning and evaluation.
- Significant experience in the planning and/or implementation and development of Community Development projects and services.
- Extensive experience in community development and project management.
- Experience and ability in influencing key stakeholders and negotiating successful outcomes.
- Demonstrated experience in problem solving and motivating others.
- Experience in developing and implementing policies.
- Demonstrated substantial experience in planning, development and implementation of youth programs and activities.
- Current Victorian Driver's Licence.
- Current Working with Children Check.
- Satisfactory National Police Records Check.

HOW TO APPLY

Applications close: 5:00pm Friday 28 April 2017

Contact Person: Robyn Stevens, Manager Connected Communities, 03 5272 4867

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer
Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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