

# CITY OF GREATER GEELONG

## POSITION DESCRIPTION

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

<b>POSITION TITLE:</b>	Coordinator Youth Development
<b>POSITION NUMBER:</b>	0135
<b>DIVISION:</b>	Community Life
<b>DEPARTMENT:</b>	Connected Communities
<b>CLASSIFICATION:</b>	Band 8
<b>REPORTS TO:</b>	Manager Connected Communities
<b>DIRECTLY MANAGES:</b>	Youth Administration Officer, Receptionist/Administration Officer, Team Leader Youth Activities & Programs, Team Leader Youth Planning & Development, Team Leader North/CALD
<b>INTERNAL LIAISONS:</b>	Councilors, Council Officers from Various Departments
<b>EXTERNAL LIAISONS:</b>	Young people and families, Community Groups, General Public, State and Federal Government Departments, Service Providers, Consultants, Professional Bodies and the Business Community.
<b>DATE:</b>	February 2017

### POSITION OBJECTIVES:

The Coordinator Youth Development is responsible for the development and management of programs, policies and actions that address the needs and services of young people in the community. The position will guide the facilitation of strategies to support community needs and address social issues affecting youth.

### POSITION RESPONSIBILITIES:

#### Key Responsibilities:

1. Development and implementation of policies and strategies to address the needs, issues and aspirations of young people.
2. Provision of youth development and social planning advice with respect to government policies.
3. Development of partnerships and foster collaboration in implementing programs and strategies that work to improve outcomes for young people and promote the youth sector. These will occur with both internal and external agencies and departments
4. Provide leadership, supervision and professional support to the Youth Development Unit.
5. Develop, monitor and manage program budgets and report according to agreed protocols.

6. Facilitate and work with staff to develop appropriate work plans and program delivery and management.
7. Report on qualitative and quantitative analysis as required accurately and within designated timeframes.
8. Write submissions, business cases and negotiate funding.
9. Identifying opportunities, gaps and potential or emerging issues; initiate appropriate action where possible.
10. Coordinate production of all communications and actions to be inclusive of all cultural groups and community diversity, actively encourage community participation and empowerment, and with a genuine commitment to social justice and equality.
11. Adhere to all Council's policies and procedures as relevant to this position.
12. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time

### **Values and Behaviours:**

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 Several years experience in public health, youth services, community development or related field, or undergraduate degree with extensive experience in any of these areas.
- 2 Proven experience and ability to provide effective staff leadership and management.
- 3 Experience in coordinating and managing the development and implementation of Youth Programs.
- 4 Sound knowledge of youth policy at a local state and federal level as well as the principles of youth participation.
- 5 Demonstrated capacity to build strong collaborative partnerships in the youth and community sector to achieve positive outcomes for young people.

- 6 Experience and knowledge of working with people at all levels of an organisation as well as external groups including community groups and external agencies.
- 7 Excellent interpersonal communication, customer advice and relationship building skills with people across business areas, functions and organisations.
- 8 Sound negotiation and decision making skills.
- 9 Ability to provide sound financial budget management and reporting.
- 10 Ability to produce high quality written documents including correspondence, business cases, reports (using both qualitative and quantitative data), funding submissions and presentations.
- 11 Current Victorian Drivers licence.
- 12 Current Working with Children Check.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable for policy and procedure implementation as relevant.
- Accountable for the compliance with relevant legislation, regulations and Council policy.
- Authority to manage resources within areas of responsibility.
- Responsible for the timely and accurate production of reports.
- Represent Council on Committee/Public Meetings as per defined roles.
- 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:**

- Required to solve problems and to develop mechanisms or procedures for administration and delivery of services in line with Council policy, State and Commonwealth legislation and guidelines.
- Ability to identify and analyse options in relation to service operation and staff problems.
- Ability to seek information and assistance from internal and external sources.
- It is the responsibility of the incumbent to recognise and apply the most appropriate approach.

#### **SPECIALIST SKILLS AND KNOWLEDGE:**

- Significant knowledge of public policy coupled with a strong understanding of Youth work principles and ideology.
- Significant knowledge of research principles and methodology as they relate to young people and youth work.
- Highly developed ability to interpret reports/documents and summarise relevant issues.
- Highly developed analytical, investigative and budgetary skills.
- Significant knowledge of the relationship between State and Federal spheres of government and non-government sectors especially in relation to policy implementation and young people.
- Highly developed ability to show initiative and innovation in approach to all aspects of the position.
- Knowledge of relevant legislation and regulations.
- Strong administrative and organisational skills, including submission writing and program development skills.
- Significant knowledge and skills in project management including evaluation.

#### **MANAGEMENT SKILLS:**

- Demonstrated highly developed leadership and staff management ability.
- Highly developed ability to manage changes and be innovative.
- Highly developed ability to manage time, set priorities, plan and organise own workload and that of others to achieve objectives and targets within a set timetable.

- Highly developed ability to understand and implement personnel policies and practices, occupational health and safety policies and recruitment and selection procedures.
- Highly developed ability to work with minimal supervision and as part of a team.

#### **INTERPERSONAL SKILLS:**

- Well developed negotiation skills.
- Ability to lead, gain cooperation, motivate and develop employees.
- Exceptional communication skills, both written and verbal.
- Highly developed ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Several years experience in public health, youth services, community development or related field, or undergraduate degree with extensive experience in any of these areas.
- Proven experience and ability to provide effective staff leadership and management.
- Experience in coordinating and managing the development and implementation of Youth Programs.
- Experience and knowledge of working with people at all levels of an organisation as well as external groups including community groups and external agencies.
- Current Victorian Driver's Licence
- Current Working with Children Check and 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

### ***Privacy Statement***

*The collection and handling of personal information is carried out in accordance with Council's Privacy Policy, which is displayed on Council's website and which is available for inspection at, or collection from, Council's Customer Service Centres.*