

POSITION DESCRIPTION



L2P COORDINATOR

About the L2P Program:

The TAC L2P Program is a state-wide program that assists learner drivers between 16-21 years of age (or in some cases, up to 23 years of age) who do not have access to a supervising driver or vehicle, to gain the driving experience required to apply for a probationary licence.

The purpose of the program is to enable the learner driver to meet the Graduated Licensing System (GLS) mandated 120 hours of driving practice prior to gaining their probationary licence. The young learners are matched with fully licenced volunteer mentors and have access to a sponsored vehicle, which they can use to get supervised driving experience.

The TAC L2P Program is funded by the Transport Accident Commission (TAC), managed by Department of Transport and Planning, and delivered by Central Goldfields Shire Council. The TAC has committed funding for a two-year period commencing from 1 July 2024 to 30 June 2026.

Position Summary

The L2P Coordinator's primary purpose is to:

- Effectively coordinates the TAC L2P Program in accordance with the requirements of the funding agreement and Central Goldfields Shire Council's policies and procedures.
- Liaise with partner agencies
- Provide reports to Department of Transport and Planning as required.

Position details

Directorate	Community Wellbeing
Department	Community Partnerships
Appointment Type	Fixed Term Part Time (0.4 FTE) to 30 June 2026
Classification	5
Location	Maryborough Office, all employees may be directed to move either permanently or for temporary periods to other locations within the Shire due to operational requirements
Reports to	Manager Community Partnerships
Supervises	L2P program participants including young learner drivers and volunteer supervising drivers.
External relationships	L2P Program Steering Committee, L2P Program participants, VicRoads, RACV, Victoria Police, Youth and Community Support/welfare agencies, local secondary schools, driver education service providers.
Internal relationships	Council staff, CGSC Youth Council
Date PD approved	January 2025

Key responsibilities and duties

- Operate in accordance with the funding agreement provided by the funding body including all relevant policies and requirements
- Manage recruitment, screening and matching of volunteer mentors and learners
- Manage relationships with referral agencies
- Assess and prioritise learners according to the eligibility criteria
- Follow all program policy and procedures

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- Maintain best practice standards
- Complete reporting to the funding body as set out in the funding agreement, including completing an annual report and annual application for continued funding
- Ensuring participants and volunteers follow standard processes and procedures
- Identify, manage, and resolve any program issues or complaints.
- L2P program financial management and ongoing monitoring
- Manage the L2P vehicles including overseeing car bookings, monitoring the program mobile phone for out of hours incidents (if applicable), managing incident reporting and vehicle maintenance
- Establish and support a program's Advisory Group and governance arrangements
- Maintain effective communication among key program stakeholders.

Organisational responsibilities

Council values	<ul style="list-style-type: none">• Demonstrate and encourage behaviour in line with the Council's adopted values
Customer Service	<ul style="list-style-type: none">• Accountable for the department complying with the Customer Service Charter.
Behaviour	<ul style="list-style-type: none">• Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination.• Abide by the Code of Conduct
Risk management and OHS	<ul style="list-style-type: none">• Identify, manage and minimise risk to Council.• Contribute to the Council's Risk Register.• Ensure that all OH&S obligations are met
Corporate records	<ul style="list-style-type: none">• Ensure the department maintains Council records:<ul style="list-style-type: none">○ within the approved record management system; and○ in an accurate and timely manner.
Legislative framework	<ul style="list-style-type: none">• Accountable for all legislative and regulatory obligations relevant to the department.
Emergency management	<ul style="list-style-type: none">• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Accountability and extent of authority

- Authority to make decisions and implement strategies in relation to the L2P program in consultation with the Manager Community Partnerships.
- Coordinate the selection of participants and volunteers as required.
- Direct participants and volunteers as required.
- Represent Council as required.
- Accountable for monitoring and evaluating the delivery of the program.
- Some after-hours, weekend and public holiday duty will be required.
- Understand and observe the Risk Management Policy & related procedures.
- Comply with Records Management Policies, procedures and requirements.

Judgement and decision making

- This is a specialised position that is required to make professional judgments.
- Decision making will be governed by the Program guidelines and Council policies.
- Guidance and advice are usually available within time to make a choice.
- Operate the "L2P Learner Driver Mentor Program" within the guidelines of the funding body and within the constraints of pre set budget requirements.

Specialist skills and knowledge

The following knowledge and skills are required to be utilised:

- Knowledge of issues affecting young people within Western Region and CGSC.
- Demonstrated project management skills including planning, delivery and evaluation.
- Understanding of State and Local Government youth policies and strategies.
- Ability to recruit and manage volunteers.
- Skills in implementing community development strategies to meet required needs.

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- Competent information technology skills and knowledge of a wide range of software applications including word processing, databases and spreadsheets.

Management skills

The following management skills are required to be utilised:

- Skills in managing time, planning and organising work.
- Ability to supervise and manage individuals and small teams.
- Ability to connect to and work with disadvantaged young people.
- Ability to interpret and implement policy and program plans.
- Ability to maintain accurate records.

Interpersonal skills

The following interpersonal skills are required to be demonstrated:

- Competent verbal and written communication skills with the ability to verbally present succinct and precise information to the community.
- Ability to gain cooperation and assistance from participants, stakeholders and members of the public to achieve program outcomes.
- Ability to work as a member of multi-disciplinary teams.

Qualifications/experience:

Mandatory

- Tertiary qualifications and /or relevant experience in Youth work, Community Development, Community Services, Social Work or Project Management.
- Current driver's licence
- Current Working with Children Check
- Satisfactory National Police Check (issued within the last 6 months).

Desirable

- Sound degree of judgement, initiative, confidentiality, and sensitivity
- Excellent organisational skills, including attention to detail, accuracy, and quality
- Excellent time management skills, including the ability to manage multiple activities and meet deadlines
- Proficiency with MS Office suite especially Outlook, Word, Excel, PowerPoint, and database

Selection criteria

1. Tertiary qualifications and /or relevant experience in Youth work, Community Development, Community Services, Social Work or Project Management
2. Demonstrated project management skills including planning, delivery and evaluation.
3. Demonstrated time management skills.
4. Demonstrated ability to work both unsupervised and as part of a team
5. Demonstrated excellent written and oral communication skills
6. Demonstrated knowledge and ability to operate computers and various programs including Microsoft Office.
7. Current driver's licence
8. Hold a current Working with Children Card prior to commencement
9. Willingness to undertake a National Police Check

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

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Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

Signatures

Veronica Hutcheson
Manager of People and Culture

Date

Insert employee name
L2P Coordinator

Date