

# Nillumbik Shire Council Position Description

## Our Vision, Values and Customer First Commitments

The way we work together and provide services to the Nillumbik community is guided by a culture reflected in Nillumbik’s vision and values. All employees are expected to embrace our vision and make a genuine commitment and contribution to the organisation’s values and customer first commitments. Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace.

Community is at the heart of the Shire of Nillumbik. We work to keep our community engaged, connected, active and supported in a healthy, safe and sustainable environment. The Community Vision – Nillumbik 2040 captures the essence of what is most valued about our community and our Shire. Our Vision is centred on the themes of: Our People, Our Place, Our Future and Our Council.

## Nillumbik’s values

- Respect 

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- Integrity 

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- Collaboration 

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- Adaptability 

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- Community 

## Our Customer First Commitments

1. Empathetic

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2. Consistent

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3. Effective

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4. Simple



Our Customer First Commitments represent our efforts, thinking and aspirations to deliver a great experience to our customers both internally and externally.

Our Customer First Commitments	What this means to us
Empathy	We listen, understand and respect our customers
Consistent	We provide accurate, timely and transparent information
Effective	We focus on quality processes and outcomes
Simple	Our processes, documentation and information are easy to obtain and follow

## Nillumbik Shire Council Position Description

<b>Position Title:</b>	Youth Development Officer
<b>Position Number:</b>	1278
<b>Classification:</b>	Band 5
<b>Tenure:</b>	Part -Time (0.8EFT Monday - Thursday)
<b>Directorate:</b>	Communities
<b>Department and Unit:</b>	Community Partnerships – Youth, Social Planning and Equity
<b>Reports To (Title):</b>	Team Leader Youth Development
<b>PD approved by (Manager or Director Title):</b>	Manager Community Partnerships
<b>Date approved by Manager or Director:</b>	June 2025
<b>Date approved by HR:</b>	June 2025

### 1. Position Purpose

This position sits within the Communities Directorate, within the Youth, Social Planning and Equity Unit. The Unit includes the following teams; Youth Development, Social Planning, Gender Equity and Reconciliation.

Contributing to the Council's Youth Priorities, the Youth Development Officer supports a range of youth engagement and development activities. This includes facilitating youth programs to support youth wellbeing, building and maintaining vital partnerships with schools and community services, and providing support to local young people and their families. The role also supports the coordination of opportunities to strengthen young people's pathway, skills and participation within the community.

The Youth Development Officer will contribute to the delivery of programs and initiatives at the Nillumbik Youth Hub, including regular drop-in sessions. They will help ensure the space is safe, inclusive, welcoming, and responsive to the diverse needs of young people aged 12-25 years old.

### 2. Position Objectives

A key objective of this role is to support the delivery of youth programs and engagement activities, including the Nillumbik committee, school holiday programs, and school and community partnerships, in alignment with Council's Youth Priorities. The role applies a strength-based, capacity-building approach that promotes young people's leadership, wellbeing, and civic participation.

The position:

- Contributes to community projects, planning, and activities that address the needs of young people aged 12 to 25, ensuring the delivery of meaningful outcomes and alignment with Council Plan and Health and Wellbeing Plan.
- Identifies and develops opportunities to deliver targeted activities and programs that are developmental, preventative and strength-based, and guided by youth participation, community consultation, best practice, evidence, and research.
- Builds and maintains strategic partnerships with schools to strengthen youth engagement, leadership pathways, and wellbeing supports.
- Supports the supervision of regular drop in, and other programs for young people at the Nillumbik Youth Hub.
- Provides information, general support and referrals to young people, families and community members engaging with the service.
- Supports the coordination of opportunities across Council, schools and the community to enhance young people's skills, education pathways, and community participation.
- Supports the development and evaluation of programs and events that build young people's capacity through training, leadership and creative expression.

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- Strengthens connections between young people and local partners in the delivery of community, music and cultural programs.
- Supports the delivery of inclusive events that reflect young people's interests and promote social connection.

### **3. Key Result Areas**

#### **3.1 Program and project delivery**

- Facilitate and evaluate youth development programs and activities, ensuring alignment with Council's Youth Priorities and community priorities.
- Support the recruitment, coordination and project delivery of the Nillumbeats Committee, including fortnightly meetings and youth events.
- Support the supervision of regular drop in, and other programs for young people at the Nillumbik Youth Hub.
- Coordinate and develop youth-focused digital content and communications across web and social media platforms.
- Support the coordination of youth training and development opportunities to build transferable, technical, and leadership skills.
- Assist in the planning and delivery of inclusive, drug, alcohol and smoke-free events that reflect the interests of young people, with a strong emphasis on music and creative expression.
- Assist the facilitation of entry points into employment pathways for young people in creative industries including, events, media and production.
- Collaborate across the Youth Development team to support projects and events as required.

#### **3.2 Stakeholder engagement and partnerships**

- Deliver youth development programs that enhance young people's skills, wellbeing and civic participation.
- Support the ongoing engagement and partnerships with schools to effectively and collaboratively deliver initiatives that respond to young people's wellbeing needs and increase engagement with Council initiatives, including the Nillumbik Youth Hub.
- Strengthen partnerships with schools, community organisations, businesses and other stakeholders to deliver youth programs and events.
- Actively contribute to broader planning and service development across the Youth, Social Planning and Equity Unit.
- Participate in relevant external youth networks and committees.
- Actively participate in the Youth, Social Planning and Equity unit, as well as broader Community Partnerships meetings and activities.
- Engage and seek to develop strategic partnerships with youth agencies, and other key stakeholders.

#### **3.3 Planning and evaluation**

- Contribute to the development and implementation of youth-related policies, strategies and community development frameworks.
- Recognise and promote young people's contributions through volunteering and community leadership opportunities.
- Apply appropriate risk management strategies across all youth programs and events.

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- Provide input to the development of policies and procedures relating to Youth Work and Youth Development activities.

### **3.4 Continuous Improvement**

- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Continually strive for innovative approaches to the role, and identify systems and programs that will support smart and efficient business operations.
- Promote and encourage flexibility and efficient collaboration throughout the organisation by supporting and addressing, or referring opportunities and challenges facing the organisation.
- Contribute to the development and review of procedures to ensure continuous improvement, and support implementation as required.

### **3.5 Customer service and relationships**

- Ensure that Council's objective of customer service excellence is reflected in day-to-day operations by providing responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers.
- Establish working relationships that support a collaborative working environment.
- Fosters and builds relationships at all levels throughout the organisation.
- Contribute to a positive workplace by communicating with and respecting colleagues and participating in team meetings, workshops and events.

### **3.6 People, culture, safety, health and wellbeing**

- Adhere to the Victorian Child Safe Standards and Council's Child Safe Policy, and support the implementation of policies and procedures in order to meet this commitment at the Nillumbik Youth Hub.
- Demonstrate organisational values and actions that align with the organisation's expectations and vision.
- Ensure compliance with Council policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other industrial instruments.
- Create, maintain and foster a safe work environment at all times and perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan.

### **3.6 Financial administration**

- With the support from the Team Leader, provide effective financial administration and compliance to Council's Procurement Policy and Procedural Guidelines, undertaking preparation, management, and reporting of any allocated budget and maximising the financial benefit of all allocations.

### **3.7 Legal Compliance**

- Maintains an awareness of and adheres to relevant Acts, Regulations, Council policies and procedures relevant to the duties undertaken, including:
  - Equal Employment Opportunity, supporting equity and fairness

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- Occupational Health and Safety, supporting a safe workplace
- Risk Management, reducing the opportunity for fraud
- Emergency Management, Business Continuity to support ongoing service delivery
- Privacy, Confidentiality and Conflict of Interest maintaining the integrity of Council

### **4. Job Characteristics**

#### **4.1 Accountability and extent of authority**

- This role is primarily responsible for supporting the design, implementation, and evaluation of youth engagement and development initiatives that align with Council's Youth Priorities. It aims to promote youth leadership, wellbeing, and civic participation through collaborative partnerships and effective program delivery.
- Accountable for completion of work tasks and project/ program requirements.
- First point of contact for youth program inquiries, providing timely and accurate specialist advice to inform Youth Development planning.

#### **4.2 Judgement and decision making**

- Select optimal methods and resources to deliver youth programs and engagement, using initiative and judgment aligned with strategic goals and funding
- Proactively solve complex youth program issues using expertise, and contribute recommendations for Unit policies and strategic plans.
- Manage daily administrative and promotional aspects of youth projects, liaising with partners, and exercising initiative in implementation.
- Exercise sound judgment and initiative in making day-to-day decisions related to youth programs, workshops, and events, ensuring alignment with strategic goals, and relevant funding needs.
- Guidance and support from the Team Leader and Coordinator will generally be available in a timely manner to assist with decision-making.

#### **4.3 Qualifications**

- A minimum diploma level qualification in a relevant human services field e.g. social work, community development or youth work and/or experience in a relevant human services discipline.
- Current drivers licence.

#### **4.4 Experience**

- Proven experience in youth development, including working directly with young people to support and facilitate youth-led initiatives.
- Ability to build effective partnerships and community capacity.
- Good general knowledge of the youth service sector.
- Experience in community engagement and consultation with broad stakeholder groups.
- Experience working with a range of young people including vulnerable, or at-risk young people, utilising a community development approach.
- Experience in working collaboratively with the youth sector, and young people, and the wider community to foster positive youth development and outcomes.
- Knowledge of current issues and emerging trends for young people, coupled with an understanding of the youth service system and related pathways for support.

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- Experience organising and delivering a range of community events and programs.
- Skilled in creating high-quality communications across various formats, including brochures, social media, notice boards, reports, and e-newsletters.

### **4.5 Specialist Skills and Knowledge**

- Broad knowledge of youth development and community development principles and practices.
- Understanding and experience working within the YACVic Code of Ethical Practice, with a youth participation approach.
- Knowledge of the range of services and programs available for young people across Nillumbik Shire Council, and more broadly.
- Demonstrated understanding of community engagement and consultation processes with a commitment to stakeholder participation in planning and decision-making.
- Strong understanding of the Victorian Child Safe Standards and experience in supporting the development and implementation of robust policies and procedures that adhere to these standards.
- Accredited Mental Health First Aider, or a willingness to undertake training.
- Experience and skills in event management.
- Demonstrated ability to use MS Office computer software packages.

### **4.6 Management Skills**

- Ability to manage, plan, organise, and prioritise own work to deliver within agreed timelines.
- In the absence of the Team Leader, demonstrates the capability to supervise casual staff and apply relevant policies and procedures, including those related to Equal Employment Opportunity, Occupational Health & Safety, and staff development.
- Self-motivation and initiative.
- An ability to achieve agreed objectives.

### **4.7 Interpersonal Skills**

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community.
- Proficient in engaging and collaborating with diverse stakeholder groups to build relationships and foster partnerships, enhancing community outcomes.
- Highly developed oral and written communication skills and excellent interpersonal skills.
- Ability to write specialist reports, policies and briefing papers.
- A high level of administrative, planning and organisational skills.
- Ability to cope with interruptions and completing multiple tasks at once.
- Flexibility with regard to switching work priorities.
- Can work collaboratively with internal and external stakeholders to facilitate positive outcomes
- Ability to represent and promote Council professionally.
- Ability to work in a community setting with minimal or no daily supervision.
- Proven ability to gain cooperation and work with individuals and teams in a busy work environment.

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### 5. Physical Requirements

Posture	<ul style="list-style-type: none"> <li>• Sitting at desk, work station or in meeting rooms</li> <li>• Driving a vehicle to other locations, as required</li> <li>• Standing and bending</li> <li>• Walking on uneven surfaces</li> </ul>
Upper Limb / Body	<ul style="list-style-type: none"> <li>• Lifting and lowering materials, e.g. getting materials from shelves, putting material in and out of a vehicle</li> <li>• Pushing, pulling and lifting, e.g. trolley of music sound equipment</li> </ul>
Trunk	<ul style="list-style-type: none"> <li>• Some twisting</li> <li>• Carrying items, e.g. materials for the program</li> </ul>
Work Environment	<ul style="list-style-type: none"> <li>• Indoor air conditioned offices with carpeted floors</li> <li>• Outdoor in varying temperatures in line with Council Heat and UV procedures</li> <li>• Wearing required uniform and task specific safety wear</li> </ul>
Weights	<ul style="list-style-type: none"> <li>• Lifting and pushing heavy items, e.g. the program equipment, in line with safe manual handling techniques.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Interacting with internal and external customers</li> <li>• Simultaneous talking on the telephone and writing down of notes</li> <li>• Climbing of stairs between levels (shire office also has a lift available) or to get in/ out of some workplaces</li> </ul>

### 6. Key Selection Criteria

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community.
- Tertiary qualification or diploma in youth work, community development, social work or a similar field coupled with relevant experience or lesser formal qualifications with substantial experience in a similar youth focused position.
- Experience in working collaboratively with the youth sector, young people and the wider community to foster positive youth development and outcomes.
- Knowledge of current issues and emerging trends for young people, coupled with an understanding of the youth service system and pathways for support.
- Proven experience in engaging and consulting with diverse stakeholder groups to foster strong relationships and explore opportunities for partnerships and collaboration that enhance community outcomes. Demonstrates a strong commitment to imbedding youth voice in program design and decision-making processes.
- Excellent written communication skills for preparing reports, policies, and promotional content, complemented by strong verbal presentation abilities.
- Ability to use MS Office computer software packages.
- Capable of working autonomously, managing multiple tasks, and contributing collaboratively to achieve team and organisational objectives.
- Ability to meet the physical requirements of the position.

### 7. Other relevant information

- This position requires a pre-employment police check. This check will be organised by Nillumbik Shire Council as part of the recruitment process. Permission will be sought prior to this check being undertaken.
- This position requires a pre-existing injury and medical declaration form. This form will be provided to you for completion by Nillumbik Shire Council as part of the recruitment process.
- This position requires a Working with Children Check. The successful applicant must provide a copy of their WWC Check Card to Nillumbik Shire Council prior to commencement for

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placement on their Personnel File and notify the Department of Justice within 21 days of commencement of employment with Nillumbik Shire Council.

- The incumbent **will** be required to work on weekends and evenings dependant on the requirements of programs, projects and community consultations.

### 8. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability, First Nations people and gender diverse people. Applicants will be considered based on merit as per relevant skills, qualifications, and experience. We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. . Nillumbik Shire Council prides itself on being a child safe organisation and has zero tolerance for child abuse.

Applicants must have, and provide proof of, the legal right to work in Australia.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.

### 9. Application information

To obtain any additional information regarding this position, please contact Nicola Clutton, Team Leader Youth Development on 0428 577 464. Applications can be submitted online at [Nillumbik Website](#) until 10pm Monday, 30 June 2025. Apply Now!

Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace. With one in five Australians identifying as having a disability, Council is committed to providing the best possible experience for everyone, regardless of their ability. This position description can be provided in an alternative format, by request. Applicants being offered an interview with Council are encouraged to advise if any adjustments are required to support them during the interview process. If you need any support or reasonable adjustments at any stage during the recruitment process, please contact Human Resources at [hrrmail@nillumbik.vic.gov.au](mailto:hrrmail@nillumbik.vic.gov.au)