

Position Title:	Youth Development Officer		
Position Level:	Level 5	Employment Agreement:	2024 City of Bunbury EBA
Directorate:	Corporate & Community	Position Number:	HR2242
Business Unit (Department):	Events, Marketing, Brand, Activation, Reconciliation & Community	Primary Location:	Admin Building
Team:	Community Development	Hours:	76 / Fortnight

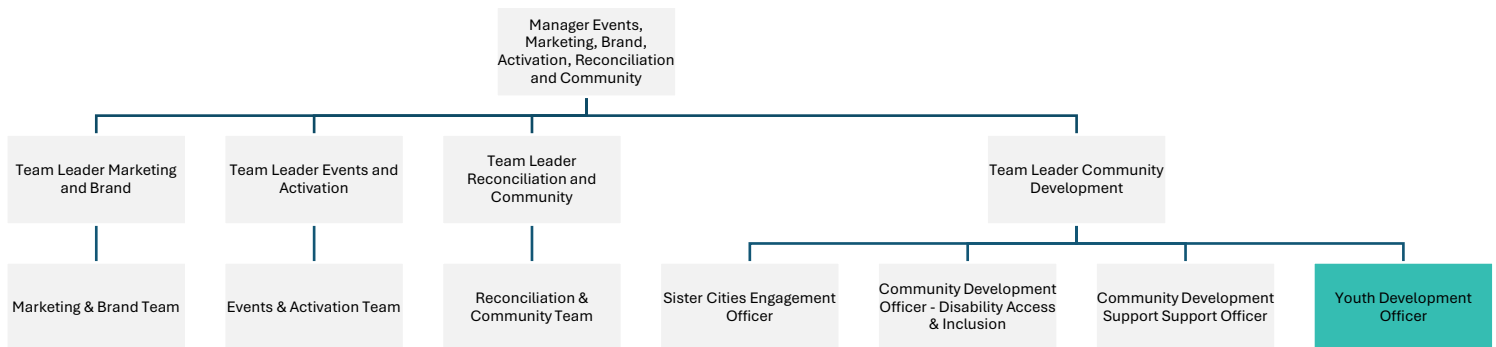
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

Position Objectives

The Youth Development Officer is responsible for developing and implementing creative, youth-led initiatives and building strong partnerships with local services and youth groups. This role also focuses on engaging with young people (ages 12-25) through the Youth Advisory Council and broader youth community to ensure their voices are represented in Council matters, fostering a stronger, more cohesive Bunbury community. It has a strong focus on youth leadership development and providing opportunities for young people to influence decision making.

Events, Marketing, Brand, Activation, Reconciliation & Community Team Structure



Key Accountabilities

- Design, implement and deliver youth-based programs and initiatives.
- Coordinate the Youth Advisory Council, including administration of the working group as well as building capacity and skillset of members
- Develop and implement youth engagement strategy to proactively include a youth voice within Council as well as identify key trends and gaps in community
- Develop and maintain relationships with external stakeholders, promoting asset-based community development approach by collaborating with local service providers, not-for-profits, other local governments, youth groups and schools
- Promote youth leadership across the Greater Bunbury region by providing professional development opportunities for young people and creating pathways for youth leadership

Authority and accountability

- Assist in the daily booking and management of Koolambidi Woola (Youth Precinct).
- Provide courteous, efficient support and guidance to both internal and external queries.
- Provide coordination and administrative support for the Community Development team.
- Maintain accurate records and generate reports as required.
- Ensure correspondence is responded to within agreed timelines and quality standards.

Judgment and problem solving

- Support the Community Development team to plan, delivery and report on initiatives and projects in alignment with the team's framework and the City's Strategic Community Plan.
- Support problem solving by researching information, analysing options, and preparing recommendations for consideration.

- Apply established procedures to review documents, prepare reports, and maintain databases.
- Prioritise workload and apply sound judgment when managing multiple deadlines.
- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.
- Organise and support meetings, including scheduling, preparing agendas, taking minutes, and following up on actions.
- Apply judgment to resolve routine community development issues or recommend solutions where required.

Specialist knowledge and skills

- Stay updated on industry trends, best practices, and emerging technologies in youth and community development.
- Apply knowledge in community engagement to develop youth-led initiatives.
- Carry out research activities to inform project opportunities as directed by the Team Leader Community Development.
- Participate in training programs and initiatives to enhance professional performance.
- Prepare accurate correspondence, reports, and project documentation using templates, systems, and local government processes and procedures.

Management skills

- Maintain a database of community supports and services.
- Provide support and mentoring to youth development trainees and/or students undertaking internships.
- Monitor and track completion of youth initiatives and events.
- Provide guidance and on-the-job training on community development systems, processes, and documentation requirements.
- Complete tasks in accordance with defined processes and within required deadlines to ensure accuracy, compliance, and efficiency.
- Promote adherence to workplace policies, procedures, and compliance standards within the team.
- Maintain accurate and compliant records in line with Council's policies, procedures, and record-keeping standards.
- Undertake other duties as directed by the Team Leader Community Development.

Interpersonal skills

- Represent the City on external committees and working groups as required and provide inter-department support in relation to engagement with youth, including the Youth Advisory Committee.
- Work closely with the Marketing & Communications team for upcoming youth events to be included on the City's social media platforms.
- Manage Youth related Social Media pages with oversight of the Team Leader Community Development.
- Communicate clearly and professionally with staff, Councillors, community members, and external stakeholders.
- Foster positive working relationships with colleagues and external parties to support cooperative and transparent community development practices.
- Provide a high level of customer service to general incoming and outgoing enquiries.
- Act in accordance with CoB values; promote and model an integrated 'one team' approach to working across all components of the City of Bunbury.

Key Relationships

Reports To	<ul style="list-style-type: none"> • Team Leader Community Development
Supervises	<ul style="list-style-type: none"> • Nil
Indirect Positions Managed	<ul style="list-style-type: none"> • Nil
Key Internal Relationships	<ul style="list-style-type: none"> • All City of Bunbury Employees • Project Stakeholders
Key External Relationships	<ul style="list-style-type: none"> • Local, State and Commonwealth Government Agencies • Community Groups • Educational Institutions • Sporting Bodies • Vendors • Industry Specific Professional Groups • Local Business • General Public • City of Bunbury Ratepayers and Residents • External Working Groups and Committees • Volunteers

Financial Accountability and Delegations

Financial Accountability	<ul style="list-style-type: none"> • Acts within established practices. • Purchasing limit Nil
Delegations	<ul style="list-style-type: none"> • Nil

Extent of Authority

This position may exert influence in the following:
<ul style="list-style-type: none"> • Prioritise own work to ensure all tasks are performed within a satisfactory timeframe. • Exercise initiative and/or judgement within clearly established Policies and Procedures. • Is fully accountable for the content, accuracy, validity and integrity of advice provided. • Acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines.

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Certificate in Community Development and/or relevant experience in the community development field, preferably in a public sector or local government environment.	✓	
Similar experience working in the community development field or youth engagement.	✓	
Experience in project management.	✓	
Experience implementing strategic plans and strategies.	✓	
Experience communicating with, engaging, and coordinating a variety of stakeholders.	✓	
Experience in producing high quality documentation.	✓	
Experience building and maintaining positive working relationships with a range of stakeholders, including community groups, organisations and community members.	✓	
Current Working with Children Check (WWC).	✓	
Demonstrated experience in following established safety protocols.	✓	
Valid WA Drivers Licence or equivalent.	✓	
Current National Police Clearance.	✓	
Skills and Knowledge	Essential	Desirable
Knowledge of social infrastructure, issues and trends within Bunbury.		✓
Well-developed knowledge of and experience in contemporary community engagement and consultation practices.		✓
High level interpersonal skills including the ability to liaise effectively and courteously with internal and external customers.	✓	
High level of verbal and written communication skills.	✓	
Demonstrated commitment to continual self-improvement, including integrating performance feedback to improve own results.	✓	
Advanced organisational skills with the ability to handle multiple assignments.	✓	
Well-developed problem solving and analytical skills.	✓	
Demonstrated time management and prioritisation skills.	✓	
Disciplined approach and attention to detail.	✓	
Demonstrated ability to work autonomously.	✓	
Excellent negotiation and problem-solving skills with the ability to use discretion at all times.	✓	
General knowledge of Equal Employment Opportunity and Diversity Acts.	✓	
Understanding key workplace health and safety laws and regulations applicable to the role and position.	✓	
Actively participate in safety initiatives.	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	

Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.



For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations.

Mission Statement

Welcoming and full of opportunities

Organisational Values

Employees at the City of Bunbury observe the following Values in their day to day activities:



We are Community

C

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes



We are Open

O

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance



We are Brave

B

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

#WEARECOB

Misconduct and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.

- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:		Key accountabilities accepted by Employee:	
Signed:		Signed:	
Date:		Date:	

The original signed position descriptions must be returned to People & Safety.

Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.

