

Position Description



POSITION TITLE:	Youth Development Lead
POSITION NO:	4269
DIRECTORATE:	Community Services
DEPARTMENT:	Community Services and Social Infrastructure Planning
SECTION:	Youth Services and Partnerships
CLASSIFICATION:	Band 6
LOCATION:	Phoenix Hub and Outreach sites
DATE:	November 2024

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Youth Programs and Events
Supervises:	Young Community Advocates casuals, student placements as required, Youth committees
Internal Liaisons:	Youth Services and Partnerships Team, Community Services and Social Planning Team, all Council employees.
External Liaisons:	Young people, community members, state and federal government agencies, community based agencies and other specialist agencies.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

The Youth Development Lead sits within the Youth Services and Partnerships team and contributes to building resilience in young people.

This role is responsible for overseeing the cohesive delivery of programs, events and activities delivered by the Youth Development staff, and carries the portfolio of supporting advocacy and decision making, civic participation, social action and collaboration with key stakeholders to achieve improved outcomes for young people and their communities.

The Youth Development Lead is also responsible for leading the work of Young Community Advocates that sit within the Youth Services Team.

Position Description



The position may evolve and change over time so the incumbent will need to be adaptable to the needs of our community and our organisation within the broad scope of the position.

DUTIES AND RESPONSIBILITIES

This position is an integral driver for youth advocacy, participation and engagement in Maribyrnong, to enable young people's voices be heard and valued.

This position oversees and assists in the supervision of the Youth Development officers and Young Community Advocates that sits within the Youth Services and Partnerships team, providing hands-on practical support and guidance.

Encourage and increase young people's participation in the community, with a particular focus on civic participation, leadership skills development and opportunities for young people to have a say and be heard.

Provide specialist advice, support and information to services, agencies and organisations.

Advocate for young people's involvement in community development and social planning in local areas and across the municipality.

Strengthen community connections for young people, their families and other important people in their lives.

Provide direct support to young people and families through the provision of information, advocacy, referrals and assistance.

Demonstrate best practices in youth work, including Youth Participation models, Youth Development principles, and alignment to the *YACVic Code of Ethical Conduct* (or others that may supersede these) at all times and in all elements of work

Work directly with young people using a strength-based, youth empowerment approach and provide responses with the team to emerging needs.

Use initiative, creativity and collaboration to design and deliver contemporary programs and events, reviewing at the end of each program/series/event and at least annually.

Strong program management practices, including the use of templates and forms as required, and effective time management and organisation abilities.

Actively support and participate in the broader youth services team, including planning, delivery, advocacy and evaluation to ensure the best outcomes for young people are achieved.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.

Position Description



- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING:

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE:

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.
- Demonstrated understanding of the youth service sector including addressing emerging issues faced by young people through theoretical and practical application, and experience managing operational issues in local government context

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

Position Description



INTERPERSONAL SKILLS:

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a proactive and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence.

QUALIFICATIONS AND EXPERIENCE:

Mandatory:

- Tertiary qualification in Youth Work, Human Services, Education or Community Services
- Strong skills in the application of systems to ensure high quality service delivery including financial, OH&S and risk.
- Current Victorian Drivers Licence.
- Current Working with Children's Check.
- No relevant criminal record found in Police Check.

Desirable:

- Experience in advocacy, engagement and stakeholder management.
- Experience in a range of operational and management systems including financial, OH&S and risk.
- Experience in the understanding, development and implementation of policies, procedures, advocacy and systems within Youth Services.

KEY SELECTION CRITERIA:

1. Tertiary qualification in Youth Work, Human Services, Education or Community Services
2. Strong skills in the application of systems to ensure high quality service delivery including financial, OH&S and risk
3. Current Victorian Drivers Licence
4. Current Working with Children's Check
5. No relevant criminal record found in Police Check.
6. Demonstrated undertaking and application of the YACVic Code of Ethical Practice for youth workers, and familiarity with the Victorian Child Safety Standards
7. A thorough understanding of contemporary best practice in youth work, with successes in outcome-focused, strength-based models of youth development that focus on delivering high-quality events, programs and activities.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this position description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Position Description



Employee:

Date:

Manager/
Coordinator:.....

Date: