

Position Description Youth Services Officer

Directorate	Corporate and Community Services
Location	Bland Shire Council, 4-6 Shire Street, West Wyalong
Classification/Grade/Band	Grade 4
Position Code	2226 – Temporary Part Time (Minimum 21 hours per week)
Date Position approved	August 2022

Primary purpose of the position

To facilitate Council's Youth Space programs, support the provision of services to young people and provide active supervision at Council's Youth Space during designated hours of operation.

Key accountabilities

Within the area of responsibility, this role is required to:

- Facilitate a schedule of activities and programs to address identified needs and interests of the youth in the Shire, in consultation with the Community Development Officer.
- Liaise with youth outreach service providers to facilitate the delivery of services to young people within Bland Shire.
- Maintain knowledge of youth issues and work collaboratively with youth and community to address these issues.
- Promote youth consultation and involvement in decision making process in the local community
- Supervise youth (ages 12+) during drop-in sessions, activities and events for young people.
- Undertake administrative tasks related to the operation of the Centre.
- Provide friendly and professional customer service as the first point of contact for the Centre.
- Respond to all inquiries, in consultation with the Community Development Officer, to ensure issues are dealt with professionally.
- Monitor the condition of the building and grounds and report defects or maintenance requirements to Building Maintenance Officer.
- Provide timely and accurate information to Council and report to funding organisations on activities and participation rates undertaken for and with youth.
- Carry out other duties that are within the limits of the employee's skill, competence and training.
- Undertake training relevant to the role, where required.
- Ensure the Youth Space is maintained in an appropriate and safe fashion.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes.

- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Key internal relationships

Who	Why
Internal stakeholders	Negotiate task priorities Ensure safety and quality standards are met
Community Development Officer	Liaise to clarify tasks and priorities Receive advice and report on progress towards business objectives and discuss future directions
Council Staff	Cooperation and collaboration Ensure safety and quality standards are met

Key external relationships

Who	Why
Youth and Community	Maintain a friendly, professional and positive council presence Provide information regarding youth related activities and initiatives and encourage youth participation Ensure public safety at all times
Service Providers	Maintain a friendly, professional and positive council presence





Selection requirements

Criteria:	
Essential Criteria:	
Current Provisional or Class “C” Drivers Licence	
Current Working with Children Check	
Current Police Check (or willingness to obtain)	
Current Provide First Aid Certificate (or willingness to obtain)	
Higher School Certificate (HSC) or equivalent qualification, or demonstrated equivalent competencies gained through experience in a comparable role	
Highly Desirable Criteria:	
Knowledge of Local Government and the services it provides.	
Experience in or willingness to undertake training in events management	
WHS and EEO	
Understanding of and commitment to EEO and WHS principles and practices.	
Key Physical Requirements (<i>Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%</i>)	
Constant sitting	Occasional stooping/bending/squatting.
Constant bilateral fine finger manipulations (keystrokes)	Occasional lifting/carrying <10kg

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Core Capabilities

Manage Self: Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning

Communicate and Engage: Communicate clearly and respectfully, listen, and encourage input from others

Plan and Prioritise: Plan and organise work in line with organisational goals and adjust to changing priorities

Delivery Results: Achieve results through efficient use of resources and a commitment to quality outcomes

Technology and Information: Use technology and information to maximise efficiency and effectiveness