



POSITION TITLE:	Youth Engagement Officer
AWARD CLASSIFICATION:	Victorian Local Authorities Award, 2001
BAND:	5
DEPARTMENT:	Community Wellbeing & Partnerships
LOCATION:	Beaufort
INCUMBENT:	Vacant
TERM OF TENURE:	Part-time (22.8 hours per week)
START DATE:	TBC
COMPLETION DATE:	Ongoing
APPROVED DATE:	July 2024
REVIEWED DATE:	July 2024
PREPARED BY:	Community Wellbeing and Grants Coordinator

COUNCIL VISION: Sustainable and welcoming places and natural environments that create inclusive, happy, healthy, and connected communities

MISSION: The role Pyrenees Shire Council will take to achieve our vision is to:

- Motivate and inspire community involvement
- Provide transparency and accountability
- Use resources efficiently and effectively

VALUES: Our leadership values are:

- Service** I will be part of the solution
I will strive to continuously improve how I work
I will do what I can to help get things done
I will do what I said I would do
I will treat all customers as equals
- Integrity** I will not walk past a standard that I want to uphold and keep
I will honour the commitments I make
I will do what is right, not what is easiest
I will be transparent and accountable in my decision making
I will be accountable for my actions and inactions
- Respect** I will be mindful of the impact that my words and actions have on others
I will strive to keep commitments
I will treat others as they deserve to be treated
I will encourage diverse opinions and perspectives, even when they challenge my own
I will include people in decisions that affect their work

The Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Community Wellbeing & Grants Coordinator
Supervises:	Nil
Internal Liaison:	All Council staff, Councillors.
External Liaison:	Young people, schools, Department of Families, Fairness and Housing (Office of Youth), Grampians Pyrenees Primary Care Partnership, LLEN's and other related community health and education providers.

1. POSITION OVERVIEW:

To engage and support the development of young people aged 10 to 24 years, in leading healthy and happy lives through sustained and meaningful engagement. This engagement will enhance the inclusion and wellbeing of young people through leadership development, civic participation, and volunteering initiatives.

2. POSITION KEY SELECTION CRITERIA

- a) Relevant qualification in Youth Work, Social Work, Social Sciences or Community Development, or demonstrable experience in community engagement and or youth engagement.
- b) Well-developed interpersonal skills and the ability to build trusted relationships with young people.
- c) Demonstrated skill in facilitating community consultation processes with understanding of commitment to a collaborative approach to youth participation and community development.
- d) Ability to develop, implement, evaluate, and report on youth programs and events using a community development and youth participation approach.
- e) Demonstrated ability to contribute to the development of strategic partnerships and stakeholder relationships with young people, schools, government agencies and other stakeholders to improve outcomes.
- f) Ability to undertake research and data collection to ensure better practice, to evaluate programs, inform planning, and identify youth development and engagement opportunities.
- g) Demonstrated ability to work with minimal supervision and manage time and workload flexibly, including the ability and willingness to deliver programming after hours when required.

3. KEY RESPONSIBILITIES & DUTIES:

3.1 Position Responsibilities

Operational Responsibilities

- a) Support the development and implementation of a range of innovative engagement processes with young people that enables genuine opportunity to influence and be involved in decision making.
- b) Through co-design with young people; plan, implement, and evaluate place-based and Shire-wide engagement and consultation processes using community development and youth engagement frameworks.
- c) Facilitate a Youth Engagement Committee, associated networks, and other youth engagement forums with and for young people.
- d) Support innovative programs that build capacity, resilience and connect young people through participation, while supporting life skill and leadership development.
- e) Empower young people to be involved in community life through events and other opportunities that celebrate the strengths and successes of young people and that generates local pride.
- f) Support the creation of environments that promote inclusion and demonstrate positive role modelling to young people and the broader community.

- g) Contribute to the development of strategic partnerships and stakeholder relationships with young people, schools, government agencies and other stakeholders to improve outcomes.
- h) Contribute to the development of policy, plans, youth engagement models and operational and evaluation frameworks, for the delivery of Council's youth programs and events.
- i) Design and deliver marketing and communication initiatives, including use of social media platforms, to actively engage with young people and promote youth programming.
- j) Seek external funding opportunities (i.e. Engage, Freeza, Youth Fest) to expand programming aligned to identified need and council strategic directions.

3.2 Corporate Responsibilities

- a) Comply with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council's Codes of Conduct.
- b) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft, or other losses immediately.
- c) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council's Records or Information Management Policies.
- d) In the event that the Municipal Emergency Management Plan is enacted, employees may be called upon to assist with emergency related functions under the Emergency Management Act 2013, including the provision of emergency response, relief, and recovery services to our community.

3.3 Child Safe Standards

- a) Pyrenees Shire Council is committed to providing an environment that protects children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
- b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

3.4 Risk Management and Occupational Health & Safety

All employees must:

- a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.
- b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
- f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.
- g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
- h) Report any incident resulting in personal injury immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses.

4. REQUIRED COMPETENCIES

The Pyrenees Shire Council's Capabilities Framework defines the core skills and abilities of the position in the organisation to achieve excellence and success, and to deliver its Council Plan and strategic priorities:

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Live PSC's Mission, Vision and Values	Be reflective and connect the purpose and practice of your work to the work of PSC. Link everything you do to the PSC's Mission, Vision and Values.	<ul style="list-style-type: none"> Understand, articulate and give expression to PSC's Mission, Vision and Values to others. Take pride in being trustworthy. Represent PSC's highest standards through respectful and ethical expression of the Council's Mission and the shaping of a hope-filled future. Deal with others in an open, honest and respectful manner that fosters trust.
Apply commercial acumen	Take action and complete tasks in compliance with your delegation of authority. Understand the context in which you carry out your day to day work and the contribution you make to the broader organisation.	<ul style="list-style-type: none"> Show understanding of how resources (time, materials, staffing, etc) link to outcomes. Work to achieve budget or control costs. Establish methods for staying in tune with industry trends. Understand the wider environment in which PSC operates by keeping up-to date with new developments. Be aware of the commercial aspects of PSC; including stakeholders, services and funding that contribute to the financial sustainability of PSC.
Adapt to and lead change	Understand that PSC needs to make changes and maintain effectiveness when experiencing change.	<ul style="list-style-type: none"> Think positively and remain open-minded even when faced with obstacles. Be resilient and flexible in approach to work. Think creatively when implementing change initiatives in the context of your work. Listen to the changes proposed, provide feedback and contribute to new solutions.
Deliver stakeholder centric service	Carry out personal actions and tasks with a stakeholder focus and community outcomes in mind.	<ul style="list-style-type: none"> Respond to requests for service in a timely and thorough manner. Do what is appropriate to ensure stakeholder expectations are met. Prioritise stakeholder needs. Follow up to evaluate stakeholder satisfaction.
Collaborate effectively	Cooperate and collaborate with others to achieve individual and team goals	<ul style="list-style-type: none"> Demonstrate high levels of personal engagement and inclusiveness amongst peers. Be visible and accessible to colleagues; communicate openly and widely to share information and knowledge. Be a team player; share information and see the benefits of working as a team. Keep others informed and up to date about what is happening.
Communicate with impact	Communicate clearly based on facts and logic; listen and respond appropriately to others.	<ul style="list-style-type: none"> Provide accurate and timely information in the right amounts to others to support their work. Convey facts, concepts and technical information clearly and concisely, using terms that most people can understand. Pay attention and listen to others, taking time to build rapport. Demonstrate respect for others and how they are feeling.

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Coach and develop	Take responsibility for one’s own personal growth and skill development and actively seek out opportunities for learning and self-improvement.	<ul style="list-style-type: none"> • Be personally committed to and actively work to continuously improve yourself. • Understand that different situations and levels may call for different skills and approaches. • Work to deploy strengths and compensate for weaknesses and limitations. • Seek out opportunities for personal growth and development.
Be responsible and accountable for achieving excellence	Be Mission-aligned and responsible for delivering results through self-examination, perseverance, adhering to regulatory obligations and applying policies and procedures that inform the legal and risk responsibilities of one’s role.	<ul style="list-style-type: none"> • Maintain the practice of self-reflection and renewal; examining and nourishing self upon the core values of the Mission, Vision and Values of PSC. • Be accountable to identify and connect legal and risk responsibilities back to your role and know where to find the relevant policies and procedures, particularly the PSC Code of Conduct. • Fulfil all commitments made to peers, co-workers, supervisors and customers; take personal responsibility and accountability of your work and seeing efforts through to completion. Be honest about mistakes. • Persist with assigned roles and tasks until completion, while seeking support when required.
Know PSC work processes and systems	Confidently use PSC’s processes and systems to efficiently carry out day-to-day work.	<ul style="list-style-type: none"> • Demonstrate use of core office applications and other technologies in use in your field of work; ensure the accuracy of data entry and output in support of accurate and timely reporting. • Use computer, telecommunications and audio-visual equipment or other technologies used by the organisation in relation to your work. • Accept responsibility for own performance to deliver work activities on time and to the required standard in agreement with your nominated supervisor. • Understand the steps in work flow to achieve outcomes that appropriately utilise available systems and procedures.
Make informed decisions	Identify and utilise key data and information available within PSC to make informed decisions.	<ul style="list-style-type: none"> • Demonstrate a sound understanding of PSC (business) functions, terminology and processes. • Have knowledge and awareness of relevant information sources to aid research and analysis. • Be bold and express your opinion that is based on fact in order to aid team decisions and discussions. • Employ a methodical and logical approach when analysing information to make informed conclusions and decisions that are based on fact.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- a) This position operates under specific guidelines and is expected to exercise discretion within standard practices and processes undertaking and implementing quality control measures.
- b) Provide appropriate and timely information, referral and advocacy with young people accessing programs and services.
- c) To actively participate in advocacy initiatives, representing the best interests of young people and the service sector.
- d) Provide reports to Council and funding bodies as required including Council reports, grant milestones and acquittals.
- e) Support asset operations, inclusive of excellence in customer support and risk mitigation in the daily operations of shared youth and community program spaces.
- f) Responsible for ensuring program related expenses are in line with approved resource allocation.
- g) Ability to identify and assess situations and make recommendations or refer to management on appropriate issues.
- h) Able to represent Council as required in public forums, local committees, or industry groups.

6. JUDGEMENT AND DECISION-MAKING

- a) Use judgement appropriate within the level of experience and qualifications, provided these are within delegated authority and legislative requirements, with complex matters being referred through line management.
- b) Ability to work independently and make decisions relating to day-to-day tasks, based on experience and within defined procedures and guidelines.
- c) Ability to solve problems utilising own initiative, creativity, and originality in applying work practices to new situations.
- d) Assist with preparing appropriate action plans, policies and strategies and manage their implementation.
- e) Ability to liaise and negotiate with stakeholders on diverse and complex issues to achieve consensus.

7. INTERPERSONAL SKILLS

- a) Well-developed interpersonal skills and the ability to build trusting relationships with young people.
- b) Ability to negotiate, influence and gain cooperation from internal and external stakeholders including young people, to achieve positive outcomes.
- c) Well-developed customer orientated skills to collaborate and gain cooperation with a variety of stakeholders.
- d) Ability to lead and motivate young people, gain their cooperation, and develop their skills and confidence.
- e) High level of self-motivation with the ability to work autonomously and effectively within a team environment.

8. MANAGEMENT SKILLS

- a) Ability to plan and program the implementation of projects having regard to resources, timelines and reporting requirements.
- b) Demonstrated ability to effectively manage time, plan and set priorities, and organise own work to achieve identified objectives within agreed timeframes.
- c) Demonstrated ability to work with minimal supervision and manage time and workload flexibly, including the ability and willingness to deliver programming after hours when required.
- d) Ability to supervise and support young people, including the facilitation of groups and meetings.
- e) Ability to coordinate sessional and volunteer staff, particularly young people involved in the delivery of activities, programs, and events.
- f) Availability after hours and on weekends to meet the needs of young people where required.

9. SPECIALIST KNOWLEDGE AND SKILLS

- a) Ability to develop, implement, evaluate, and report on youth programs and events using a community development and youth participation approach.
- b) Detailed understanding of the needs and issues affecting young people, adolescent development, group work, youth participation and community development.
- c) An understanding of opportunities and challenges experienced by young people in a rural setting.
- d) Demonstrated skill in facilitating community consultation processes with understanding of commitment to a collaborative approach to youth participation and community development.
- e) Demonstrated ability to contribute to the development of strategic partnerships and stakeholder relationships with young people, schools, government agencies and other stakeholders to improve outcomes.
- f) Understanding of broader Council strategies to support the development of Youth Services planning, policies and programs.
- g) Ability to undertake research and data collection to ensure better practice, to evaluate programs, inform planning, and identify youth development and engagement opportunities.
- h) Proficient in the use of Microsoft Office and the ability to utilise corporate software packages for finance, record keeping and customer service.

10. QUALIFICATIONS AND EXPERIENCE

Essential

- a) Relevant qualification in Youth Work, Social Work, Social Sciences or Community Development, or demonstrable experience in community engagement and or youth engagement.
- b) Valid Working with Children Check, current Victorian Driver's Licence.

Desirable

- a) Experience working in local government.

11. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

Employee signature: _____	Supervisor signature: _____
Employee name:	Supervisor name:
Date:	Date:
 CEO signature: _____	 Manager People & Culture signature: _____
<i>Jim Nolan</i>	<i>Norman Prueter</i>
Date:	Date: