



Youth Officer

Thank you for your interest in applying for the position Youth Officer with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment details;
- Benefits of working with Hindmarsh Shire Council;
- Position Description;
- Key selection criteria; and
- Details on applying for a position with Hindmarsh Shire Council.

For general details of the Council, please refer to the following website:
www.hindmarsh.vic.gov.au.

For further information about the position or duties involved, please contact Angela Veitch, HR & Safety Officer, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Employee Assistance Program
- Active Social Club
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

**Employment Details for the Position of:
Youth Officer**

<u>Status:</u>	Part time Fixed Term to 31 December 2022 (0.6 FTE)
<u>Location:</u>	The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 9, 2019
<u>Classification:</u>	Band 5 in accordance with the Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$35.04 per hour (Band 5A), plus Superannuation
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	24 hours per week.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Security Check:</u>	It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.
<u>Covid-19 Vaccination:</u>	<p>In line with directions from the Victorian State Government, all authorised workers are required to evidence of two doses of Covid-19 vaccination to attend work.</p> <p>Evidence in the form of an Immunisation History Statement or Covid-19 Digital Certificate must be provided to Council prior to commencement.</p>



HINDMARSH SHIRE COUNCIL

POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Youth Officer

Department: Corporate & Community Services

Starting Point/Location: The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.

Classification: Band 5 per the Hindmarsh Shire Council Enterprise Agreement No 9 2019

Employment Type: Part Time (0.6 FTE) Fixed Term to 31 December 2022
(The position requires the Officer to be available to attend after-hours meetings and events)

2. CURRENCY:

Date Approved: 21 December 2021

Name of Occupant: Vacant

Signature: _____ **Date** _____

Prepared By: _____ **Date** _____

Approved By: Monica Revell **Date** 20 December 2021

H.R Approved: Angela Veitch **Date** 20 December 2021

CEO Approved: Greg Wood **Date** 21 December 2021

3. POSITION OBJECTIVES:

Working with the Community Development (Youth) Officer the Youth Officer will:

- Implement initiatives from the Hindmarsh Youth Strategy;
- Plan, initiate and coordinate events, activities and programs aimed at strengthening young people's connections within the community using youth participation framework;
- Coordinate and facilitate Hindmarsh Shire Council's Youth Council;
- Actively pursue external funding opportunities for the development and delivery of programs and services to support young people in the community;
- Support the development of projects and programs which build on young people's resilience and advocacy skills and celebrate young people's contributions and achievements;
- Work with other community agencies such as schools, libraries, health services and other private centres and community organisations to develop partnerships, working protocols and a range of strategies to improve outcomes for the Hindmarsh Youth.

4. KEY RESPONSIBILITY AREAS:

The Youth Officer is directly accountable to the Manager Community and Economic Development for the following Key Responsibility Areas:

Youth Responsibilities

- Provide support to identify, plan, coordinate, implement, promote, market and manage initiatives aimed at engaging Youth;
- Monitor annual budgets for youth to ensure financial targets are met;
- Identify and pursue external funding opportunities, in consultation with Council and the Community Development (Youth) Officer, that will assist Council in the provision of programs, services and events, and effectively administer Funding Agreements (including youth programs such as FReeZA grants);
- Establish strong connections and associations with Federal and State Government departments, Wimmera Southern Mallee LLEN, Nexus, primary schools and secondary colleges within Hindmarsh Shire and other Youth and Early Years Officers in neighbouring shires;
- Implement the Hindmarsh Shire Youth Strategy and liaise with stakeholders to support initiatives that come out of the Plan;
- Represent Council in a positive and proactive way in meetings with various Government Departments and appropriate stakeholders;
- Ensure projects and initiatives are implemented within the scope of planning and budgetary controls.
- Assist the Community and Economic Development team in delivering community development activities in Hindmarsh Shire.
- Develop Facebook posts;
- Contribute to positive communication of good news stories, events and activities.

Administrative Responsibilities:

- Provide information and advice to the Manager Community and Economic Development and Director Corporate & Community Services on issues identified through Youth activities and events; and
- Prepare high quality written reports, briefing papers, submissions and other correspondence as required;

Corporate Responsibilities:

- Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy;
- Contribute to the continuous improvement and productivity of the organisation's operations.

5. ORGANISATIONAL RELATIONSHIPS:

Reports to: Manager Community and Economic Development

Supervises: Nil

Internal Contacts: Community Development (Youth) Officer, Coordinator Library Services, Customer Services, Director Corporate and Community Services, Director Infrastructure Services, Chief Executive Officer, Manager Economic and Community Development, Community Development Officer and other staff.

External Contacts: General public, other councils, local, State and Federal government departments and agencies, other professional organisations and youth groups involved with youth based activities and events, secondary colleges, parents, service providers and contractors.

6. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety;
- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA);
- Complete Accident, Hazard and Near Miss Reports in a timely manner;
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

7. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;
- Take all reasonable action to protect Council assets from damage and or loss;
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

8. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- This position is directly accountable to the Manager Community and Economic Development for the performance of the duties and responsibilities of the position;
- The freedom to act is subject to close supervision or clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees;
- Regular reporting on progression of activities is a vital component of this role.

9. JUDGEMENT AND DECISION MAKING:

- The objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives;
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience;
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required;
- Guidance and advice is usually available within the time required to make a choice.

10. SPECIALIST KNOWLEDGE AND SKILLS:

- Intermediate computer skills including the ability to operate the Microsoft Office Suite of products including internet, email, Word and Excel;
- An understanding of the function of the position within the organisational context including relevant policies, regulations and precedents;
- Understanding of community development with a particular focus on youth;
- Knowledge of community events and activities coupled with strong administrative and organisational skills;
- Consultative skills;
- Well-developed report writing and letter writing skills;
- Budget management and reporting skills.

11. MANAGEMENT SKILLS:

- The ability to manage own time, set priorities and to plan and organise workload to achieve specific and set objectives in the most efficient way possible and with the resources available;
- The ability to work unsupervised;
- Proven ability to work as part of a team;
- Ability to train event volunteers;
- Demonstrated ability to operate with a high degree of flexibility in an environment with demanding workloads and time constraints;
- An understanding of, and ability to implement, personnel practices including those relating to equal employment opportunity and occupational health and safety.

12. INTER-PERSONAL SKILLS:

- Excellent written and verbal communication skills;
- Ability to work both independently and in a collaborative manner;
- Ability to foster and maintain positive relationships with internal and external stakeholders;
- Ability to actively participate in team meetings and work effectively in a team environment;
- Ability to be discreet with confidential information.

13. QUALIFICATIONS AND EXPERIENCE:

- A tertiary qualification in Education, Early Years or Youth sector would be well regarded;
- Experience in Community Development, Early Years or the Youth sector would be well regarded;
- Current drivers licence.

14. EQUAL OPPORTUNITY:

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

15. PRIVACY AND CONFIDENTIALITY:

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.

- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

16. KEY SELECTION CRITERIA:

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** address the key selection criteria.

- A tertiary qualification in Education, Early Years or Youth sector would be well regarded, or, in lieu of this, experience working in a youth, early years or community development sector;
- Demonstrated organisational and time management skills and the ability to work within set timeframes;
- Demonstrated ability to establish and develop partnerships with a wide range of stakeholders;
- Ability to work unsupervised, as well as part of a team;
- Excellent verbal and written communication skills;
- Current drivers licence.

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