



## **POSITION DESCRIPTION/SPECIFICATION**

### **1. POSITION IDENTIFICATION**

<b>Title</b>	Youth Development Officer	<b>Level</b>	5
<b>Business Unit</b>	Community Development and Library Services	<b>Position Number</b>	00493 00507 00712
<b>Directorate</b>	Planning and Community Development	<b>Date Effective</b>	July 2025
<b>Reporting to</b>	Team Leader Youth Development	<b>Date Updated</b>	September 2025

### **2. KEY OBJECTIVES**

- Assist in the planning and delivery of youth development activities in alignment with the City's strategic and business plans.
- Perform customer service, financial and project management responsibilities.
- Plan, promote and implement high quality youth development initiatives, programs, activities and events that reflect the needs of the local community

### **3. KEY ACCOUNTABILITIES**

- Ensure activities are developed and delivered in accordance with the City's strategies, plans, policies, procedures and adopted practices, budgets, and relevant legislation.
- Deliver services and projects within allocated timeframes and budget.
- Support community consultation activities as required, in line with the City's Community Consultation and Engagement Policy, procedures and timeframes.
- Ensure project work is undertaken in accordance with the requirements of the City's Project Management Framework and City policies, procedures and processes.
- Financial activities are undertaken in accordance with City policies, procedures and processes.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, procedures and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant policies and procedures.
- Comply with Work Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

#### 4. KEY ACTIVITIES:

##### ACTIVITIES

###### **Outcome: Youth Development**

- Support the Team Leader Youth Development and team members in the planning and delivery of youth development projects, programs and events.
- Provide accurate information, support, and referral and advocacy services to young people and/or their families.
- Conduct research of contemporary youth development issues or trends.
- Plan, develop, implement and evaluate a variety of initiatives that involve young people in the local community
- Assist with community consultations and activities that evaluate youth development initiatives or respond to youth development needs.
- Prepare high quality written documentation including reports, business cases, project plans, memos, risk management plans and proposals.
- Develop project plans, including scoping, establishment of deliverables and objectives, budget, project schedule, risk management and communication plan.
- Support the development of evaluation methodology to demonstrate the effectiveness of projects.
- Deliver projects in accordance with agreed scope, timeframes and budgets and prepare relevant project reporting documentation.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.
- Coordinate, supervise and support volunteers, employees and contractors leading up to and during the delivery of projects and events, as required.

###### **Outcome: Child Safety**

- Understand and uphold responsibilities when interacting with children, always ensuring appropriate conduct.
- Promote and model positive work practices that support the safety and wellbeing of children.
- Clearly establish and maintain boundaries around acceptable and unacceptable behaviour in relation to children.

###### **Outcome: Community & Youth Engagement**

- Engage with young people and community members in relation to Business Unit objectives and the City's Strategic Community Plan 2022-2032 outcomes.
- Support the planning and delivery of youth development services and projects in line with the City's strategic business plans.
- Assist with co-design of celebrations and events incorporating engagement of young people in the community.
- Act as a liaison with young people, community groups, services and key stakeholders.

###### **Outcome: Stakeholder Relationships**

- Keep informed of contemporary youth development issues and industry trends and actively and effectively interpret and communicate that knowledge.
- Collaborate with Communications & Stakeholder Relations to develop and implement communications plans, e-newsletters and other materials related to youth projects and events, in line with City protocols, processes and procedures.
- Develop and maintain effective internal and external stakeholder relationships with other local governments, service providers and others within the youth development field.

- Actively engage with local youth and community groups and service providers to enhance the delivery of youth development to the local community.
- Develop and maintain internal stakeholder relationships in addressing shared objectives and community outcomes.

**Outcome: Financial Administration**

- In consultation with the Team Leader Youth Development provide input into the annual budget associated with youth development projects, including fees and charges review.
- Monitor, review, and report on expenditure to ensure conformity with budget outcomes.
- Identify and purchase goods and services for project and service operational requirements, prepare and process financial documentation to meet the City's financial reporting requirements.
- Ensure that the Youth Development fleet and resources are maintained effectively.
- Explore opportunities to diversify revenue, including through external funding, grants or new fees/charges.

**5. WORK RELATED REQUIREMENTS**

**Essential Skills, Knowledge, Experience and Qualifications:**

**Skills:**

- Working with young people from a variety of socio-economic backgrounds.
- Written and verbal communication skills, including report writing skills.
- Project management and community consultation and engagement skills.
- Computer literacy and administrative skills, including Microsoft Office.
- Time management, setting priorities and organising work.
- Research and analytical skills.
- Financial management and budgeting skills.
- Interpersonal and collaboration skills to build mutually beneficial relationships with internal and external stakeholders.
- Demonstrated ability to exercise initiative and judgement.

**Knowledge:**

- Youth Development principles.
- The youth sector, particularly local organisations.
- Issues young people are facing, referral pathways and services.
- Youth and community consultation and engagement principles.
- Project management processes.
- Sound knowledge of social media, youth trends and the varying ways young people share information.
- Comprehensive knowledge of Work, Health and Safety practices and principles.

**Experience:**

- In a similar role and/ or environment.
- Effective planning and delivery of youth development projects and services.
- Project management.
- Youth and community consultation and engagement.
- Developing and maintaining both internal and external stakeholder relationships.
- Preparing, monitoring and reporting of allocated budgets.
- Supervision of volunteers and / or employees.

**Qualifications / Clearances:**

- Tertiary qualification or progression towards a qualification in Youth Work / Community Services / Community Development or similar discipline and / or demonstrated relevant experience.
- Current Western Australian 'C' Class Driver's License and 'MR' Class Driver's License, or willingness to obtain within the first 3 months of appointment to position.
- Current satisfactory Working with Children Check.
- First Aid Certificate, including CPR (HLTAID011 and HLTAID009) or willingness to obtain within the first 3 months of appointment to position.
- Current satisfactory National Police Clearance, no older than three months.

**6. EXTENT OF AUTHORITY**

- Freedom to act governed by clear objectives and/ or budgets.
- Required to set outcomes within defined constraints
- Solutions to problems generally found in precedents, guidelines or instructions.
- Contributes to interpretation and administration of matters for which there are no clearly established procedures.
- May be required to exercise judgement and/ or contribute knowledge and skills where procedures are not clearly defined.
- Provides specialist technical professional advice.

**7. WORKING RELATIONSHIPS**

**Level of Supervision:**

- Works under general direction

**Internal:**

- All Business Units

**External:**

- Young people
- Schools, educational and tertiary institutions
- Community and youth groups
- Local service providers
- Government departments (Department of Communities, etc.)
- Volunteers and volunteer agencies
- Other local authorities
- Local, State and Federal Government
- Suppliers and contractors
- Ratepayers/ community members

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
----------------------------------------------------	---