



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Youth Officer	Level	3
Business Unit	Community Development and Library Services	Position Number	00492, 01333, 00662
Directorate	Planning and Community Development	Date Effective	July 2025
Reporting to	Team Leader Youth Development	Date Updated	September 2025

2. KEY OBJECTIVES

- Support customer service, financial and project management as required.
- Contribute to youth development initiatives, programs and events that align with community needs and the City's strategic direction.

3. KEY ACCOUNTABILITIES

- Support the development and delivery of activities in alignment with City's strategies, plans, policies, procedures and legislation.
- Assist in the delivery of services and projects, contributing to timely and effective outcomes.
- Provide support for community consultation activities as required, in accordance with the City's Community Consultation and Engagement Policy and procedures.
- Contribute to project work in line with the City's Project Management Framework and associated procedures.
- Assist with financial processes in accordance with City's policies and procedures.
- Support accurate and timely documentation in accordance with the City's record keeping system and associated policies, procedures and practices.
- Ensure 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

- Provide support for the Team Leader Youth Development and team members in the coordination of youth development projects, programs and events.
- Assist in offering information and guidance to young people and/or their families.
- Contribute to research on current youth development issues or trends.
- Support the planning and evaluation of initiatives involving young people in the community.
- Assist with community engagement activities that evaluate youth development initiatives or in response to youth development needs which arise.
- Contribute to the preparation of written documentation including reports, business cases, project plans, memos, risk management plans and proposals.
- Support the development of project documentation including plans, including scoping, establishment of deliverables and objectives, budget, project schedule, risk management and communication plan.
- Assist in the delivery of projects within agreed parameters and contribute to reporting requirements.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.
- Assist with coordination and support volunteers and contractors during the project and event delivery.

Outcome: Child Safety

- Demonstrate awareness of appropriate conduct when interacting with children.
- Encourage 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

- Participate in engagement activities with young people and community members that support Business Unit objectives and the City's Strategic Community Plan 2022-2032 outcomes.
- Assist in the coordination of youth development services and projects in line with the City's strategic business plans.
- Support the co-design of celebrations and events incorporating engagement of young people in the community.
- Act as a point of contact young people, community groups, services and key stakeholders.

Outcome: Stakeholder Relationships

- Maintain awareness of current youth development issues and trends.
- Support relationship-building with other local governments, service providers and others within the youth development field.
- Participate in engagement actively with community groups to support youth development efforts.
- Assist in fostering collaboration within the City to support shared objectives and community outcomes.

Outcome: Financial Administration

- Assist with the identification and purchase of goods and services for project and service operational requirements, prepare and process financial documentation to meet the City's financial reporting requirements.
- Support the upkeep of Youth Development fleet and resources required.

5. **WORK RELATED REQUIREMENTS**

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Experience engaging with young people from a diverse socio-economic background.
- Basic written and verbal communication skills, including report writing skills, including the ability to contribute to reports.
- Computer literacy and administrative skills, including Microsoft Office.
- Ability to manage time effectively, prioritise tasks and organise work under guidance.
- Interpersonal skills to support collaborative relationships with stakeholders.
- Ability to apply initiative and sound 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.
- Social media, youth trends and the varying ways young people share information.
- Work, Health and Safety practices and principles.

Experience:

- Experience in a similar role and/ or environment.
- Effective planning and delivery of youth development projects and services.
- Youth and community consultation and engagement (would be advantageous)
- Developing and maintaining both internal and external stakeholder relationships.
- 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.
- 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.
- Adhere to set outcomes within defined constraints
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance available.
- Provides paraprofessional support to qualified employees.

7. **WORKING RELATIONSHIPS**

Level of Supervision:

- Works under regular supervision

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
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