



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>TEAM LEADER - TWELVE25 SALISBURY YOUTH ENTERPRISE CENTRE</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 12, 2017
<b>CLASSIFICATION:</b>	<b>LEVEL 6</b>
<b>DEPARTMENT / DIVISION:</b>	<b>COMMUNITY DEVELOPMENT / COMMUNITY CAPACITY &amp; LEARNING</b>
<b>POLICE CLEARANCE:</b>	NATIONAL CLEARANCE REQUIRED
<b>DEPARTMENT FOR COMMUNITY &amp; SOCIAL INCLUSION (DCSI) CLEARANCE:</b>	REQUIRED
<b>REPORTS TO:</b>	MANAGER COMMUNITY CAPACITY & LEARNING
<b>DIRECT REPORTS:</b>	YOUTH SERVICES OFFICER, ADMINISTRATION SUPPORT OFFICER, COMMUNITY PLANNER – YOUTH PARTICIPATION
<b>POSITION NUMBER:</b>	<b>000778</b>

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Coordinate the daily operations and maintain a high standard of service delivery in the provision of established programs operating at Twelve25 Youth Enterprise Centre and other outreach programs/initiatives in the city.</li> <li>• Ensure that Twelve25 Youth Enterprise Centre and youth service activities contributes to the needs of young people as identified in the 2017-2021 Strategic Youth Action Plan.</li> <li>• Manage the governance, reporting and meeting requirements for the Section 41 Sub Committee of Youth Council.</li> <li>• Assist members of Youth Council in the strategic development of projects, through the provision of high quality information support and advice.</li> <li>• Develop and maintain effective and meaningful youth participation through Youth Council and other mechanisms that provide opportunities for young people</li> </ul>
-----------------------------	---

	<p>to have a voice.</p> <ul style="list-style-type: none"> <li>• Identify youth needs and facilitate from a community development approach the implementation of appropriate strategies to meet those needs.</li> <li>• Maintain and develop partnerships that ensure co-operation and coordination of activities that improve outcomes for youth in the City of Salisbury.</li> <li>• Provide overall coordination and management for youth programs and activities for City of Salisbury.</li> <li>• Work collaboratively and constructively to implement the strategies, actions and initiatives identified in Council annual and Strategic Youth Action plans.</li> </ul>
<p><b>VALUES AND BEHAVIOURS:</b></p>	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> <li>• By being <b>empathetic</b>; listening to, and understanding their customers and employees.</li> <li>• By <b>empowering</b> their staff and the community to be involved, to speak up, make decisions and deliver key outcomes.</li> <li>• Through <b>innovation</b>; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes.</li> <li>• Through <b>achievement</b>; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes.</li> <li>• By recognising <b>diversity</b>, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<p><b><u>Youth Council</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate and facilitate Youth Council and associated meetings.</li> <li>• Provide strategic direction, business and operational support to the Youth Council.</li> <li>• Develop and maintain the Youth Council annual program.</li> <li>• Assist the Youth Council in the development and implementation of objectives associated with the Strategic Youth Action Plan.</li> <li>• Provide relevant quarterly, operating/business reports and other data and documentation as required.</li> </ul> <p><b><u>Youth &amp; Community Liaison</u></b></p> <ul style="list-style-type: none"> <li>• Investigate, initiate, maintain and evaluate partnerships that support the Council's strategic direction and that of the Strategic Youth Action Plan.</li> <li>• Facilitate and maintain effective consultation and working relationships with young people, community, schools and other key stakeholders.</li> <li>• Provide relevant information, referral, resources and advice on youth concerns, issues and trends to young people, community groups and other key stakeholders as required.</li> <li>• Assist and support youth and community groups with activities, events and projects where appropriate.</li> </ul>

- Promotion and marketing of Youth Services programs, activities and other initiatives in collaboration with internal Council areas.

### **Leadership**

- Provide strategic direction and coordination in the development and implementation of innovative and effective service delivery for young people aged 12 to 25 through Twelve25 Youth Enterprise Centre and other youth initiatives and activities.
- Provide feedback and make recommendations to Council in regard to youth needs, opportunities and trends on issues affecting young people in the City of Salisbury.
- Provide expertise to Council on social issues impacting young people and families in the City of Salisbury.
- Advocating with key stakeholders in relation to youth needs, issues or service gaps in City of Salisbury.
- Facilitate meaningful youth consultation and participation through Youth Council and other mechanisms in decision making in community development.
- Develop and implement policies that include social inclusion and youth participation principles.
- Provide leadership, coordination, supervision and support to the Youth Services team, casuals and volunteers in the management of Twelve25 Youth Enterprise Centre and the development, coordination and provision of youth services programs and objectives.

### **Business and Financial Requirements**

- Ensure the development and maintenance of an efficient and compliant business management framework of Twelve25 Youth Enterprise Centre including financial, governance, human resource and marketing services in accordance with Council policy and practices.
- Expand opportunities for young people to perform, display and market their creative outputs.
- Responsible for the financial and operational requirements and associated documentation in accordance with Council policy and practices.
- Develop, implement and review a Centre specific annual business plan to ensure the delivery of sustainable activities, programs and services that align with the Youth Action Plan.
- Research and submit activities, programs, services and Centre budget considerations which include external funding opportunities.
- Research, initiate and submit accurate applications for external funding opportunities, and that all financial and reporting requirements are maintained during the term of any successful funding; and that all acquittal requirements are met.
- Develop, implement, maintain and review consultative practices and associated documents with all stakeholders ensuring accurate evaluation and attendance of activities, events, programs and services.
- Liaise with Council business units to identify, develop and implement Council wide youth activities, programs and

	<p>services to ensure Council wide support.</p> <p><b><u>Service Delivery</u></b></p> <ul style="list-style-type: none"> <li>• Monitor and evaluate Council’s policy and strategic directions in other areas of interest to young people.</li> <li>• Monitor and evaluate Council’s Strategic Youth Action Plan.</li> <li>• Ensure that activities, events, programs and services are promoted, coordinated, delivered and evaluated taking into consideration Council human resource, financial and risk management practices.</li> <li>• As requested, prepare and contribute to accurate reports to Council, relevant committees, strategic partners and funding bodies, and assist in the preparation of reports and other Council documentation.</li> <li>• Ensure that marketing of Twelve25 Youth Enterprise Centre and its activities, events, programs and services reflects the Council corporate style guide and brand identity, and that of Council’s media policy as required, and that all marketing material is approved by Marketing and Communications staff.</li> </ul> <p><b><u>Operational Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Effectively coordinate and support staff, volunteers and program participants in the complexities of the Twelve25 Youth Enterprise Centre day-to-day operation.</li> <li>• In consultation with Council’s Volunteer Services Coordinator, coordinate the recruitment, induction and supervision of Centre based volunteers in accordance with Council policies ensuring that the experience contributes to the development of the volunteer’s skills and knowledge.</li> <li>• Encourage co-operative sharing of resources, skills and knowledge within Council and associated program providers.</li> <li>• Ensure effective Centre coordination, including private hire and bookings, to facilitate program based and community access to the Centre by the wider community.</li> <li>• Encourage flexibility in scheduling activities, programs and services to best promote and utilise the Centre and its resources.</li> </ul>
<p><b>WHS RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy.</li> </ul>

	<ul style="list-style-type: none"> <li>Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<b>GENERAL RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>To manage all Corporate Records in accordance with required procedures.</li> <li>Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<p><b>Skills and Experience</b></p> <ul style="list-style-type: none"> <li>Ability to communicate effectively with young people, families, community groups, government, not for profits, services providers, businesses and schools.</li> <li>Demonstrated ability to lead and oversee the development, coordination and provision of a community based centre and youth service programs and activities.</li> <li>Leadership skills in a team environment and the day to day operation of a community based centre.</li> <li>Understanding of community consultation, youth participation, social inclusion principles and community development principles and processes.</li> <li>Demonstrated organisational skills including preparation of budgets/reports, project management, development and evaluation of relevant programs and activities.</li> <li>Demonstrated ability to work autonomously and collaboratively with initiative and to solve problems under general guidance.</li> <li>Tertiary qualifications in youth services, community development or equivalent.</li> <li>Knowledge of relevant programs at a local and state level and understanding of Local, State and Federal Government social and youth policy and legislation associated areas of responsibility.</li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>Experience in grant funding applications and principles.</li> <li>Experience in project coordination.</li> <li>Experience in Local or State Government.</li> </ul>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Some work after hours will be required.</li> <li>The incumbent will be required to provide their own vehicle.</li> <li>Intrastate and Interstate travel may be required.</li> <li>Current South Australian Drivers Licence.</li> <li>Current Senior First Aid Certificate, including CPR.</li> <li>Mandatory Reporting Certificate.</li> <li>Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Families and Communities Services and Department for Child Protection.</li> </ul>

<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>PRESCRIBED POSITION - SCREENING CLEARANCE</b>	<p>This position has been identified as a "Prescribed Position" under Council's Criminal and Relevant History Screening Procedures.</p> <p>Accordingly the applicant will need to provide a suitable DSCI clearance prior to appointment to the position and maintain such clearance during their employment in this role.</p> <p>Screening renewals for incumbents will be undertaken at intervals as required by legislation and paid for by Council.</p>
<b>REQUIREMENT TO REGISTER A CONFLICT OF INTEREST</b>	<p>This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.</p>

<b>POSITION INCUMBENT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>