



## 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>COMMUNITY PROGRAMS OFFICER - YOUTH</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 15, 2023
<b>CLASSIFICATION:</b>	MOA Level 3
<b>DEPARTMENT / DIVISION:</b>	<b>COMMUNITY DEVELOPMENT/COMMUNITY CAPACITY AND LEARNING</b>
<b>POLICE CLEARANCE:</b>	REQUIRED + WORKING WITH CHILDREN CHECK
<b>REPORTS TO:</b>	COMMUNITY PROGRAMS COORDINATOR
<b>DIRECT REPORTS:</b>	VOLUNTEERS
<b>POSITION NUMBER:</b>	<b>000875</b>

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>To identify, plan, facilitate and evaluate a range of innovative, sustainable programs and initiatives across the City of Salisbury's facilities and neighbourhoods</li> <li>To support the facility and program management of Twelve25 Youth Centre so that the services and programs meet the changing needs of young people in Salisbury</li> <li>To encourage and foster the involvement of Salisbury's young people in the planning, promotion, provision and evaluation of programs and initiatives, through the establishment and maintenance of relationships with internal and external stakeholders</li> <li>To provide relevant professional support to the Community Programs Coordinator</li> </ul>
<b>VALUES AND BEHAVIOURS:</b>	<p>These Values empower us to <b>ReACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>Create a sense of belonging &amp; pride in the Salisbury community</li> <li>Respect individual differences</li> </ul>

	<ul style="list-style-type: none"> <li>• Speak up when you don't feel respected, or are not being treated respectfully</li> <li>• Look after the wellbeing of our community, ourselves and those around us</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Take personal ownership and follow through</li> <li>• Deliver on what we say we will do</li> <li>• Believe that the Community comes first</li> <li>• Speak up when it is important</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Work together, committed to a common purpose</li> <li>• Openly share information</li> <li>• Find ways to connect people for better outcomes</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Create new futures and look for opportunities</li> <li>• Make a positive difference</li> </ul>
<b>KEY RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To plan, deliver and evaluate and/or support a range of community programs and initiatives across the City of Salisbury's facilities and neighbourhoods, in line with business plans and objectives</li> <li>• To facilitate engagement and foster meaningful relationships with a diverse range of young people, schools, community and youth-focused agencies in Salisbury</li> <li>• To mentor young people and volunteers to identify, support or drive youth-focused community programs and initiatives</li> <li>• To provide daily operational and program support to the Twelve25 Youth Centre, including but not limited to customer service duties, volunteer supervision, room hire support, marketing and other facilities management duties as required</li> <li>• To contribute to a model of evaluation to measure the impact of community programs and initiatives on our community</li> <li>• Alongside the Community Learning and Development Team, contribute to the development of a marketing and communications content for community and youth programs and initiatives</li> </ul>
<b>WHS RESPONSIBILITIES:</b>	<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> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>

<p><b>GENERAL RESPONSIBILITIES:</b></p>	<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>
<p><b>ESSENTIAL SELECTION CRITERIA:</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated experience in youth program development and facilitation</li> <li>• Demonstrated ability to work positively and respond sensitively and inclusively to stakeholders from a range of lifestyles, capacities, expectations, and cultures</li> <li>• Demonstrated ability to work as part of a team and with limited supervision</li> <li>• Demonstrated ability to analyse, set priorities, plan and organise workload, use initiative and manage projects</li> <li>• Ability to provide appropriate and effective training, development and mentoring to volunteers and community members involved in the delivery of programs</li> <li>• Experience in working within a community development framework</li> <li>• High level of interpersonal skills including: negotiation, mentoring, conflict resolution and motivational communication</li> <li>• High level of written and verbal communication</li> <li>• High level of digital literacy and ability to use web-based software and tools, with the ability to mentor and lead others</li> <li>• Ability to prioritise and be flexible when responding to changing priorities and demands</li> <li>• An ability to assist with facilitating change both within the team and more broadly in the workplace</li> <li>• The ability and enthusiasm for generating new ways of working collaboratively to build relationships and to develop and deliver initiatives alongside community</li> <li>• Demonstrated ability to problem-solve and make independent decisions, having regard to policy guidelines and organisational practices</li> </ul>
<p><b>DESIRABLE SELECTION CRITERIA:</b></p>	<ul style="list-style-type: none"> <li>• Cert IV in Youth Work (or higher) or significant demonstrated experience in working directly with young people aged 12 – 25 years</li> <li>• Certificate IV in Training and Assessment</li> <li>• First Aid Certificate (current) and CPR (or willing to obtain)</li> <li>• Youth Mental Health First Aid Certificate (or willing to obtain)</li> <li>• Appropriate experience in Local Government, public sector or interfacing with the community or similar experience in a relevant sector</li> <li>• Knowledge of the Salisbury demographic profile and services within the City of Salisbury</li> <li>• Understanding of quality customer service and continuous improvement philosophy</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to analyse data in order to evaluate results</li> </ul>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Current driver's licence</li> <li>• Willingness to: <ul style="list-style-type: none"> <li>○ work flexible hours including evening and weekend hours;</li> <li>○ work in different locations and Council facilities as required;</li> <li>○ provide Community Centre and Hub support as required; and</li> <li>○ develop, support, facilitate and visit outreach sites in the Salisbury area such as schools, community hubs and/or areas or organisations that align with young people.</li> </ul> </li> <li>• Fulfil all requirements set out within the Safe Environments for Children and Vulnerable People Policy including (where applicable) reporting any signs of abuse or neglect to the Department for Childhood Protection.</li> <li>• As an Authorised officer, fulfil all requirements set out in the following Legislation:</li> <li>• Section 260.1 of the Local Government Act 1999 – C.D.F.G and I. Library Facilities Grounds &amp; Car Parks.</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
<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. Accordingly, the applicant will need to provide a suitable screening certificate 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>AGREEMENT:</b>		
<b>POSITION INCUMBENT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>