



Job Description

*The following corporate values and behaviours underpin the working environment at Campbelltown Council and assist us in delivering our vision:
Respect, Integrity, Teamwork, Leadership, Customer Focus*

- 1. Job Title** Children & Youth Project Officer
- 2. Reports to** Manager Community Services & Social Development
- 3. Classification Level** General Officer Level 4
- 4. Department/Section** Community Connections
- 5. Objective(s)**

The Children & Youth Project Officer will support Council's Child & Youth Friendly agenda that values and supports children and young people in the community.

6. Job Requirements

6.1 Skills/Knowledge

- Demonstrated understanding of, and passion for, community development.
- Ability to undertake project management and manage multiple projects.
- Ability to research and report on current and emerging trends research, policy and practice about children and young people.
- Ability to develop and maintain strong working relationships with diverse community members and organisations.
- Ability to identify opportunities and resources to turn ideas into action.
- Ability to analyse and prioritise problems and use initiative to create solutions.
- Demonstrated understanding and enthusiasm for the vision of the Campbelltown City Council.
- Knowledge of Work Health and Safety policies and procedures relating to the work area.

6.2 Experience and/or Qualifications

Essential

- Bachelor of Social Science or equivalent is essential.
- A current/valid driver's license.
- Current/valid Working with Children Check or willingness to obtain one.

Desirable

- Experience working in a community development role.
- Knowledge of local government.

7. Key Responsibilities

- Review and implement Council's Children's Plan.
- Develop and implement Youth Plan.
- Build relationships with organisations, clubs, groups and individuals who work with children & young people in the area.
- Identify opportunities to partner with organisations, individuals and groups and turn ideas into action utilising the partnership.
- Develop and facilitate multiple community projects.
- Undertake social research with children & young people to provide relevant local context to issues of interest .
- Review and influence Council's policy environment as it relates to children & young people.
- Implement actions within the Community Wellbeing Plan 2028 relevant to the position and contribute to the review and development of Council's Community Plan.
- Follow all Council procedures and processes.
- This role is a mandated position, ensure compliance with the Children and Vulnerable Persons Safety Policy at all times.
- Undertake other duties as required.

8. Organisational Relationships

- Responsible to: Manager, Community Services & Social Development.
- Other Stakeholders: General Managers; Managers; other Council staff; Elected Members; consultants; government organisations; and members of the public.

9. Performance/Skill Standards

- Respect: Show tolerance and acceptance of others. Show care and consideration of team members and customers. Value others and their contribution.
- Integrity: Act honestly and ethically in all dealings. Be open and transparent in decision making. Represent the Council in a professional way and be accountable for your own work and decisions.

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- **Teamwork:** Collaborate and cooperate with team members. Share knowledge and information. Share goals and responsibility.
 - **Leadership:** Lead by example. Give clear directions. Be engaging and inspiring. Be goal oriented and innovative. Be adaptable and flexible.
 - **Customer Focus:** Provide a professional and positive experience to both internal and external customers. Make our customers feel welcome by being friendly and patient. Listen to and show empathy to the needs of all customers. Provide accurate information and follow through on enquires.

10. Special Conditions

- Some out of hours work will be required.

11. Work Health Safety

In relation to WHS (Work Health Safety), workers are responsible and accountable for:

- Taking reasonable care for their own health and safety.
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WHS Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Complying with Council's WHS and Return to Work Program Policy and Procedures, which includes taking reasonable care to protect the health and safety of both themselves and others in the workplace.
- Participating in activities associated with the management of workplace health and safety including training.
- Identifying and reporting health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
- Correctly using all appropriate equipment provided and adhering to instructions issued to protect the health and safety of the staff member and others in the workplace.

12. Council Policies, Procedures and relevant Legislation

- Comply with Council's Risk Management Policy and Risk Management Framework to protect the interests of residents and the general public.

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- Understand and comply with Council's policies and procedures at all times (including but not limited to Equal Employment Opportunity, Code of Conduct for Employees, etc).
 - The incumbent is responsible and accountable for adequately managing the official records they create and received according to relevant legislation, policies and procedures.

13. Continuous Improvement Initiatives

- Commitment and contribution to Council's Continuous Improvement Initiatives.

14. Confidentiality Clause

Security and confidentiality is a matter of concern for all persons who have access to information systems. Each person accessing City of Campbelltown documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard.

- Respect the privacy and rules governing the use of any information accessible through the information management system or network and only utilise information necessary for the performance of my work duties.
- Respect the procedures established to manage the use of the information management and systems.
- Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through my job position.
- Not access, exhibit or divulge the contents of any records or report except to fulfill work duties.
- Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or report, an inaccurate or misleading entry.
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it.
- Not release my logon or password to anyone else, or allow anyone else to access or alter information under my identity.
- Understand that all access to the system will be audited regularly.

Persons breaching this standard either during or after serving as an employee of the City of Campbelltown, may be subject to penalties, including disciplinary action and dismissal.

By signing this, I agree that I have read, understand and will comply with these requirements.

Name of Occupant:..... Date Appointed:.....

Occupant Signature:

Manager Name:..... Date:.....

Manager Signature: