

# Position Description

## Youth Engagement Officer

<b>Position Title:</b>	Youth Engagement Officer	<b>Directorate:</b>	Community & Corporate Services
<b>Position Number:</b>	100289	<b>Department:</b>	Community Development
<b>Employment Status:</b>	Part Time (15 Hours per week)	<b>Position Type:</b>	Indoor Employee
<b>Employment Type:</b>	Maximum Term (30/06/2031)	<b>Location:</b>	374 Main Road, Glenorchy
<b>Classification Structure:</b>	Grade 4		
<b>Reports to:</b>	Safe City Lead		

### PRIMARY PURPOSE:

The primary function of this role is to be a dedicated resource working on the ground engaging young people within Council's area with youth focused projects to build connections and capacity. A priority focus will include the development of an engagement approach with young people and building relationships, partnerships and pathways with other external support and engagement services.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Youth Engagement Worker** reports to the **Safe City Lead** for all operational and management matters.
- The role is a key contributor to the Community Development Team and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.

#### 2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, visitors and contractors.
- This role will work with government agencies, councils, non-government and community organisations and businesses.

### Accountabilities And Responsibilities

<b>Community Development</b>	<ul style="list-style-type: none"> <li>▪ Collaborate with other Council staff and key organisations, including schools (public, independent, private), health, services, community houses, local businesses, and sporting clubs in relation to the objectives of the position.</li> <li>▪ Develop and utilise external support agencies for referral pathways for young people.</li> <li>▪ Identify / develop engagement programs for young people.</li> <li>▪ Consult with young people to develop appropriate engagement tools to support Councils Community Engagement Framework.</li> <li>▪ Support the Safe City Lead, in working with external support and engagement services within community in the delivery programs as supported by Council.</li> <li>▪ Engage with young people through programs and activities.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Engage with young people to deliver a youth week activity.</li> <li>▪ Participate in and/or convene specific working, reference groups, interagency network which address issues and goals identified in delivering on the Community Strategy key focus priority.</li> </ul>
<b>Research, report writing, grant submissions and communication</b>	<ul style="list-style-type: none"> <li>▪ Conduct research to inform the role of Council.</li> <li>▪ Provide support and accurate and timely responses to requests for information both written and verbal.</li> <li>▪ Prepare information in plain English and in accordance with Council's communication and marketing policies and procedures, style guide and access policy and procedures.</li> <li>▪ Identify and source grant / funding opportunities.</li> <li>▪ Assist in the coordination and preparation of funding submissions for projects and services which address identified needs and service gaps relating to healthy communities.</li> <li>▪ Utilise a variety of media in line with Council's current policies.</li> <li>▪ Assist with the development and maintenance of Council's website, relevant to this position.</li> </ul>
<b>Team Work and Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li> <li>▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Represent the Council in a professional and positive manner</li> <li>▪ Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>▪ Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives.</li> <li>▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> </ul>

	<ul style="list-style-type: none"> <li>Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery.</li> <li>This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>
<b>Governance, Risk and Compliance</b>	<ul style="list-style-type: none"> <li>Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul>

<b>Key Selection Criteria</b>	
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>Desirable tertiary qualification within a related field, with experience in a similar role with knowledge of planning, report writing and project evaluation.</li> </ul>
<b>Licences</b>	<ul style="list-style-type: none"> <li>Current registration to work with vulnerable people (RWVP)</li> <li>Drivers Licence (preferred but not essential)</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>Understanding of community development principles, trauma informed practice and youth engagement approaches that support community health, wellbeing, and resilience.</li> <li>Effective and well-developed stakeholder management communication at all levels with a demonstrated ability to work collaboratively with young people and people who have a diverse range of backgrounds and abilities.</li> <li>Demonstrated understanding of the role required to deliver on team priority goals and objectives.</li> <li>Effective organisational skills, including the ability to meet deadlines under conflicting pressures while being committed to meeting stakeholder expectations.</li> <li>Demonstrated problem solving and decision-making abilities along with the ability to recommend workable solutions.</li> </ul>

## Work Environment


Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:


- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.



### Our Values

**WE RESPECT EACH OTHER**


We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

**WE ARE TRUSTED**

I've got your back and you've got mine


We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

**TOGETHER WE ARE BETTER**


Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

**WE DELIVER**

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

### Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

**WE FOSTER AND MODEL A CULTURE WHERE:**

- We **RESPECT** others and their viewpoints as being as important as our own
- We trust and are **TRUSTED** by each other
- We know that by working **TOGETHER** we achieve better outcomes
- We take personal responsibility, and together we **DELIVER** for our community

### ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:

Employee Signature:

Date: