

<b>Position Title</b>	Youth Activities Officer
<b>Department</b>	Community Services
<b>Division</b>	
<b>Unit</b>	Community & Cultural Services
<b>Team</b>	Community Planning & Development
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Children and Youth Services
<b>Grade</b>	D
<b>Date Prepared</b>	11/01/2023
<b>Date Last Updated</b>	19/05/2026

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary Purpose of Position

Assist with the implementation and supervision of after school and school holiday activities for young people 12-24 years at Belmore Youth Resource Centre, including Twilight Sports on Friday/Saturday nights as required.




## Accountabilities

- Assist the Team Leader Children and Youth to ensure Belmore Youth Resource Centre is opened, staffed and operational in accordance to Council's scheduled hours.
- Engage and supervise young people in a range of after school and school holiday activities, including the Twilight Sports program.
- Provide information, support, and referrals to young people and their families.
- Ensure duty of care and child-safe practice at all times, maintaining appropriate boundaries, risk assessments, and incident response as well as mandatory reporter guidelines.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Council Officer

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Intermediate
	<b>Customer and Community Focus</b>	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	<b>Innovate and Improve</b>	Intermediate
	Deliver Results	Intermediate
 <b>Resources</b>	<b>Finance</b>	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Lead Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b>		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer- focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Results</b>		
Innovate and Improve	Intermediate	<ul style="list-style-type: none"> <li>• Researches developments and trends in the industry</li> <li>• Thinks about issues and opportunities from different viewpoints</li> <li>• Links together unrelated ideas or events to generate insights</li> <li>• Identifies improvements to work systems, processes and practices</li> </ul>
<b>Resources</b>		

Finance	Intermediate	<ul style="list-style-type: none"> <li>• Presents basic financial information clearly and in an appropriate format</li> <li>• Uses funds and records financial delegations in line with financial audit and reporting obligations</li> <li>• Makes expenditure decisions within budget</li> <li>• Uses financial and other resources responsibly and helps others understand their obligations to do so</li> </ul>
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\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

### Fraud & Corruption Prevention

All staff must familiarise themselves with Council’s policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

### Qualifications and Experience

#### Essential Qualifications

- Minimum TAFE Certificate IV in Community Services (Youth Work and/or Community Services Work) or equivalent minimum 12 months of related experience.

#### Essential Experience

- Experience in working with community groups and providing support and advice to service providers and residents preferably in relation to young people.
- Experience in conducting youth related social and recreational programs
- Knowledge of government legislation and funding programs relating to young people, including Child Protection.
- Skills in the use of a range of computer applications including Word, Excel, Internet and email.

**Desirable Qualifications and or Experience**

- Current Class C Drivers Licence
- Demonstrated skills and experience in developing, implementing, managing and evaluating community programs with a range of partners.

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required:      No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position have an inherently high risk for fraud and corruption?	<input type="checkbox"/>	<input checked="" type="checkbox"/>