

POSITION DESCRIPTION

POSITION TITLE:	MIDDLE YEARS AND TRANSITIONS OFFICER
POSITION NO:	102543
DIVISION:	COMMUNITY SERVICES
DEPARTMENT:	FAMILY, YOUTH and CHILDREN'S SERVICES
SECTION:	YOUTH ENGAGEMENT AND PATHWAYS UNIT
STATUS:	PERMANENT FULL TIME
CLASSIFICATION:	BAND 6
OCCUPANT:	Vacant
LOCATION:	VARIOUS LOCATIONS WITHIN THE MUNICIPALITY
DATE:	SEPTEMBER 2021

POSITION OBJECTIVE(S):

This role is responsible for intervention supports and programs for middle years children (6-12 years) and their families. The role works in collaboration with Mental Health, Wellbeing and Leadership staff and external stakeholders to ensure an integrated response to programming. The role recognises Council as a key point of contact for support and referral pathways for families.

The role will work with primary and secondary school leaders in the municipality to ensure that initiatives and supports are co-designed and tailored to community needs. The Middle Years and Transitions officer will play a critical role in developing partnerships with School Focused Youth Services, the Hume/Whittlesea Local Learning and Employment Network (HWLLEN) and other local service providers to ensure that middle year's children and their families have an understanding of, and are supported to, transition effectively from primary to secondary school, and have enhanced mental health and wellbeing outcomes.

KEY RESPONSIBILITIES AND DUTIES:

1. Evidence-based service delivery

- Work with internal and external stakeholders to plan, deliver and evaluate supports and programs for middle years children (aged 6-12 years) and their families, in partnership with schools, service providers and community agencies.
- In partnership with Schools engage with families to build their capacity to support their children in key developmental stages, and provide information, resources and referrals to other services, programs, activities where required.
- Develop tailored training and resources for families in relation to transitions, mental health, and wellbeing.

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- Identify, collate data and research relating to current and emerging issues for middle years children and families that informs service planning and delivery across the Youth Engagement & Pathway Unit
- Manage the resources, project staff and budgets in relation to special projects where required.
- Establish operational guidelines and procedures to support direct service delivery to middle years children with a focus on integrated service systems, and building the capacity of others to initiate appropriate intake, assessment and referral.
- Promote, attend, and/or facilitate in networks, advisory committees and programs that are appropriate to meet the outcomes of the role, such as Parent Information Sessions.
- Collaborate with other services for the best outcomes for middle years young people and their families.
- Consult with middle years children and families, schools, and sector to inform the development of new programs and initiatives.

2. Specialist liaison and partnership development

- Provide guidance and specialist advice on middle years children and their families, and contemporary practice in service provision to multiple stakeholders, internal and external.
- Provide education and skill building through sharing knowledge, developing resources and training for internal and external stakeholders (such as information sessions and practice workshops) in relation to working with the middle years.
- Through the understanding of community needs, develop opportunities to advocate for, develop and implement sustainable programs and services that operate on a partnership basis to maximise positive outcomes for middle years children and their families.
- Develop and implement effective communication and information strategies and resources that focus on supporting middle years children's transition from primary to secondary school and addresses developmental milestones.
- Work collaboratively with schools, partner agencies, service providers and planners to address current and emerging issues within a rapidly growing culturally diverse community with areas of significant disadvantage.

3. Administration

- Research and prepare draft reports, memos, and responses for consideration by the Coordinator Youth Engagement & Pathways regarding needs of middle years children and their families
- To assist the Team Leader Mental Health, Wellbeing and Leadership and the Coordinator Youth Engagement and Pathways as required with policy development in relation to the operation and delivery of services.

Note: This position will require out of hours work throughout periods of the year which will be discussed and agreed to in line with operational needs.

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

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MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

Our Hume Values & Guiding Behaviours:

Respect

I will:

- Actively listen and communicate openly with others
- Value individual differences and the contribution of others
- Treat people fairly and ensure others do the same



Customer Focus

I will:

- Take responsibility for delivering services and solutions in a timely manner
- Respond to internal and external customers professionally and respectfully
- Engage with, listen and seek to understand the needs and expectations of the customer/resident

Collaboration

I will:

- Support and assist others by sharing information, knowledge and resources
- Cooperate with others and set and achieve common goals
- Actively participate and contribute to the team

Innovation

I will:

- Explore and act on better ways of doing things
- Be open minded and encourage new ideas from others
- Actively learn and develop to improve the work I do for the organisation

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability, and prides itself on its leadership on a range of environmental issues. Council's Sustainable Environment Department leads Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, guiding action in this area.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

RISK MANAGEMENT:

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the Hume Work Health & Safety Management Team and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the OHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

POLICE RECORDS CHECK:

The incumbent must have and maintain a current Police Records Check: ☒ YES ☐ NO

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current 'Working with Children Check': ☒ YES ☐ NO

PRE-EMPLOYMENT MEDICAL CHECK

The incumbent must undergo a Pre-Employment Medical Check ☒ YES ☐ NO

Basic Medical

(including fitness for work and functional capacity assessments and drug & alcohol test) ☐ YES ☐ NO

Audio Test

OTHER DUTIES

Responsibilities and duties included in this position description are subject to the Multi-skilling provisions of Hume City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader Mental Health, Wellbeing & Leadership
Supervises:	May be required to supervise project staff and/or students

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Internal Contacts:	Family, Youth and Children's Services Team Other Council officers as appropriate
External Contacts:	Middle years children and their families Primary and secondary schools SFYS and HWLLEN Community and sector networks Youth service providers Family support services providers Regional and state-wide organisations Government and non-government agencies

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- To provide specialist advice and to work with community groups, schools, government and other key agencies to improve services and address current and emerging needs for families, children and young people in Hume City.
- Representing Council on committee's and at public meetings as requested and required.
- The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- The incumbent has the freedom to act and make decisions in line with Council and Family, Youth and Children's Services aims and objectives, drawing on skills and knowledge gained through experience and appropriate qualifications;
- The incumbent is required to exercise judgement to solve problems, which may at times be of a complex or technical nature, however, guidance and advice is usually available.
- Will identify emerging issues and work with the Family Youth and Children's Services Leadership team to advocate or provide suitable solutions

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Sound, contemporary knowledge and understanding of support services for children, young people and families using strength-based, youth participation, and/or family centred practice frameworks
- Understanding of the developmental and cultural needs of children /young people and how strong connections to their family, peers and community helps build resilience.
- Demonstrated understanding of the Victorian Child Safe Standards and their application in policy and program applications across the Mental Health, Wellbeing & Leadership Team.
- Demonstrated project management skills to deliver quality project outcomes as per project plans
- Demonstrated ability to initiate, plan, co-ordinate and evaluate programs and activities..
- Ability to handle complex tasks concurrently with minimal supervision.
- Experience in presenting and developing training materials
- Contribution to relevant budget preparation, development and implementation.
- A proficient understanding and sound knowledge of the needs of 0-24 year olds, community

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engagement and consultation, inclusion, and cultural and linguistic diversity.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timeframe despite conflicting pressures.
- Maintain professionalism, integrity and confidentiality.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and OH&S policies, recruitment and selection procedures and techniques, position descriptions and employee development.
- Understanding of project management processes and tools.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Demonstrates an understanding and sensitivity to the cultural needs of children, young people and their families.
- High level written and verbal communication skills including the ability to write reports, funding submissions and prepare correspondence within Council.
- Building and maintaining effective working partnerships characterised by mutual respect and honesty with all other partners, Council departments, professional bodies and external stakeholders.
- Ability to work independently and as part of a team.
- Ability to liaise with and gain cooperation from internal and external program stakeholders including counterparts in other organisations to resolve issues.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:


- A tertiary qualification in Primary / Secondary Education, Social Science, Social Work, Youth Work or a similar field, along with substantial experience in the youth/community sector and knowledge of the relevant Acts, Regulations and Government Policies relating to Youth and Middle Years Services.
- A current driver's licence.
- First Aid qualification to Level 2 or a willingness to undertake training.

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Developing our people, growing our community

Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms and Conditions of Employment.

AGREEMENT:

I hereby accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

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SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description:

1. A tertiary qualification in Primary / Secondary Education , Allied Health Social Science, Social Work, Youth Work or a similar field, along with substantial experience in the youth/community sector and knowledge of the relevant Acts, Regulations and Government Policies relating to Youth and Middle Years Services.
2. Knowledge and demonstrated experience of the principles and practices (frameworks) of providing support to middle years children and their families, especially those experiencing vulnerabilities
3. Demonstrated experience in the design, implementation and evaluation of programs and interventions for middle years children and their families in partnership with key internal and external stakeholders.
4. Demonstrated understanding of, and experience working collaboratively with schools.
5. Demonstrated ability to work in partnerships and build strong networks for the benefit of middle years children and their families including comprehensive knowledge of the relevant sectors and services available to children, young people and families.
6. Demonstrated high quality, effective project management, organisational and time management skills.
7. High level verbal and written communication skills, particularly the ability to prepare clear reports and recommendations, implementation and strategic plans, and submissions.
8. Experience in managing budgets and financial processes, preferably in a local government
9. Current Victorian Police Check and Working with Children Check.
10. A valid Victorian Driver's License

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