

# Position Description

## Coordinator Early Years and Youth

### Position information

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<b>Position Title:</b>	Coordinator Early Years and Youth
<b>Classification:</b>	Band 8
<b>Reports to:</b>	Manager Inclusive Communities
<b>Division:</b>	Community Services
<b>Department:</b>	Inclusive Communities

### Our Strategic Context

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#### Strategic Alignment

Ensure we are aligning our culture, capability, capacity, and commitment to deliver the Council Plan community outcomes of “Love Where We Live”, Our People, Our Place, Our Promise.

#### Vision Statement

One Bayside – delivering great outcomes for the community.

#### How we work Together

##### Organisational Values

Reinforcing our commitment to a values-driven organisation:  
**respect each other, find better ways, work together, own it.**

##### Principles

We hold ourselves, and each other, accountable to our shared values, behaviours, and principles – they are our foundations and underpin all the work we do in achieving the Council Plan.

**Empowered** - staff are trusted and accountable.

**Collaborative** - foster an inclusive culture.

**Innovative and Agile** - further creativity, growth, and efficient ways of working.

**Strategically Aligned** - set up for success and resourced to deliver the Council Plan.

**Customer Focused** - customers are at the centre of everything we do.

## Position Purpose

The Coordinator Early Years and Youth is responsible for leading the delivery and ongoing development of Early Years and Youth services to meet the needs and aspirations of the Bayside community.

The role provides strategic and operational leadership across Early Years and Youth services, ensuring services are accessible, inclusive and responsive, and aligned to Council priorities including the Council Plan and Health and Inclusion Plan.

The position leads a multidisciplinary team through Team Leaders and works collaboratively across Council and with external partners to support integrated service delivery, community development and long-term planning for children, young people and families.

## Position – Responsibilities

Key Function	Responsibility	Outcomes
Service Leadership and Delivery	<ul style="list-style-type: none"> <li>Lead and coordinate the delivery of Early Years and Youth services, ensuring accessible, inclusive and high-quality services that meet community needs.</li> <li>Provide visible and responsive leadership to support service delivery, decision-making and escalation.</li> <li>Monitor service demand, access and participation to support effective service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>Early Years and Youth services are delivered effectively and meet community needs.</li> <li>Services are accessible, inclusive and responsive to diverse groups.</li> <li>Service demand and participation are effectively managed.</li> </ul>
Service Planning and Direction	<ul style="list-style-type: none"> <li>Lead the planning and development of the direction of Early Years and Youth services in partnership with the Manager Inclusive Communities and Team Leaders.</li> <li>Identify service gaps and respond to emerging community needs with appropriate strategies.</li> <li>Communicate clear service priorities aligned to the Council Plan,</li> </ul>	<ul style="list-style-type: none"> <li>Service planning reflects community needs, growth and emerging trends.</li> <li>Service gaps are identified and addressed through targeted responses.</li> <li>Service direction aligns with Council and community priorities.</li> </ul>

	Health and Inclusion Plan and organisational objectives.	
Community Development, Partnerships and Integration	<ul style="list-style-type: none"> <li>• Develop and maintain strong partnerships with community organisations, service providers and stakeholders across Early Years and Youth sectors.</li> <li>• Collaborate across Council to support integrated service delivery and community development outcomes.</li> <li>• Contribute to Council planning processes relating to community infrastructure, service provision and long-term service planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong partnerships support coordinated and effective service delivery.</li> <li>• Community development outcomes are strengthened through collaboration.</li> <li>• Services are integrated and responsive to community needs.</li> <li>• Council early years and youth infrastructure meet current and future community needs.</li> </ul>
Quality and Continuous Improvement	<ul style="list-style-type: none"> <li>• Lead contemporary, evidence-based practice across Early Years and Youth services.</li> <li>• Identify and implement continuous improvement initiatives to enhance service delivery and outcomes.</li> <li>• Ensure policies, procedures and practices are developed, reviewed and implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Services reflect current best practice and sector standards.</li> <li>• Continuous improvement is embedded across the service.</li> <li>• Policies and procedures are current and applied consistently.</li> </ul>
People Leadership and Workforce Management	<ul style="list-style-type: none"> <li>• Lead and manage Team Leaders and staff to ensure a high-performing, capable and supported workforce.</li> <li>• Provide leadership through Team Leaders to support effective service delivery and avoid duplication of operational responsibilities.</li> <li>• Provide supervision, coaching and performance</li> </ul>	<ul style="list-style-type: none"> <li>• A capable, engaged and high-performing workforce is maintained.</li> <li>• Staff are supported in their development and held accountable for performance.</li> <li>• Workforce capability aligns with service demand and priorities.</li> </ul>

	<p>management to build capability.</p> <ul style="list-style-type: none"> <li>• Support workforce planning and development aligned to service needs.</li> </ul>	
Service Operations and Performance	<ul style="list-style-type: none"> <li>• Coordinate overall service operations including planning, financial management, performance monitoring and reporting.</li> <li>• Ensure effective allocation of resources to support service delivery priorities.</li> <li>• Use data and insights to inform service improvements and decision-making.</li> </ul>	<ul style="list-style-type: none"> <li>• Services operate within approved budgets and resources.</li> <li>• Performance is monitored and reported accurately.</li> <li>• Data supports informed decision-making and continuous improvement.</li> </ul>
Governance and Compliance	<ul style="list-style-type: none"> <li>• Ensure Early Years and Youth services meet relevant legislative, regulatory and organisational requirements.</li> <li>• Oversee risk management and ensure compliance with Council policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance obligations are met.</li> <li>• Risks are identified and managed appropriately.</li> <li>• Services operate within governance frameworks.</li> </ul>
Emergency Management Support	<ul style="list-style-type: none"> <li>• Support Council's Emergency Management responsibilities, including undertaking the role of Deputy Municipal Recovery Manager as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Council's emergency management obligations are supported.</li> <li>• Recovery coordination is delivered effectively when required.</li> </ul>

## Position - Organisational Relationships

**Key Internal Contacts:** Manager Inclusive Communities  
Team Leader Early Years Planning and Development  
Team Leader Youth  
Early Years staff  
Youth staff  
Inclusive Communities staff  
Community Wellbeing team

Community Development team  
 People and Safety team  
 Finance team  
 Emergency Management team

**Key External Contacts:** Early years service providers (e.g. kinders, childcare services)  
 Youth and community service organisations  
 Schools and educational providers  
 Community organisations and networks  
 State Government departments and agencies  
 External service providers and contractors  
 Other local government organisations  
 Professional networks and peak bodies  
 Community members, children, young people and families

## Position - Delegations

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**Financial Delegations:** As per Financial delegations

**People and Position Delegations:** As per People and Position delegations

## Position – Skills and Competencies

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<p>Accountability and Extent of Authority</p>	<ul style="list-style-type: none"> <li>• Accountable for the effective delivery and performance of Early Years and Youth services.</li> <li>• Operates with a high degree of autonomy within Council policies, frameworks and approved budgets.</li> <li>• Responsible for service planning, resource allocation and performance outcomes across the service.</li> <li>• Provides professional advice and guidance on matters relating to early years, youth services and community development.</li> <li>• Ensures services are aligned to organisational priorities and community needs.</li> <li>• Decisions impact service delivery outcomes, community experience and organisational objectives.</li> <li>• Demonstrates leadership within the Inclusive Communities department and the broader organisation.</li> </ul>
<p>Judgement and Decision Making</p>	<ul style="list-style-type: none"> <li>• Applies sound judgement to complex service delivery, community needs and stakeholder issues.</li> </ul>

	<ul style="list-style-type: none"> <li>• Interprets and applies policy, strategy and relevant legislation to inform decision-making.</li> <li>• Identifies and evaluates options to address service gaps, risks and emerging issues.</li> <li>• Makes decisions with consideration to community impact, organisational priorities and risk.</li> <li>• Exercises initiative in identifying opportunities to improve service delivery and community outcomes.</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Highly developed communication skills, with the ability to provide clear and practical advice.</li> <li>• Builds strong relationships and works collaboratively across Council and with community stakeholders.</li> <li>• Demonstrates the ability to influence, negotiate and resolve complex issues.</li> <li>• Engages effectively with diverse groups including children, young people, families and service providers.</li> <li>• Represents Council with credibility in community forums and partnerships.</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification in community development, social sciences, education, youth work or a related discipline.</li> <li>• Demonstrated experience in leading community-based or early years/youth services.</li> <li>• Experience managing multidisciplinary teams and service operations.</li> <li>• Experience in planning and managing community infrastructure</li> <li>• Experience working in partnership with community organisations and government agencies.</li> <li>• Understanding of Early Years and Youth service systems within a local government or community context.</li> </ul>
Specialist Skills and Knowledge	<ul style="list-style-type: none"> <li>• Strong understanding of early years development, youth engagement and community development principles.</li> <li>• Knowledge of relevant legislation, policy frameworks and best practice approaches in early years and youth services.</li> <li>• Understanding of community needs analysis, service planning and program development.</li> <li>• Ability to build partnerships and support integrated service delivery outcomes.</li> <li>• Experience in budgeting, reporting and service planning within a public sector environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of governance, risk and compliance in service delivery.</li> </ul>
Management Skills	<ul style="list-style-type: none"> <li>• Proven ability to lead, manage and develop staff in a multidisciplinary team environment.</li> <li>• Ability to plan, prioritise and manage competing demands in a complex service environment.</li> <li>• Demonstrated capability in managing performance, resources and service delivery outcomes.</li> <li>• Ability to drive continuous improvement and support organisational change initiatives.</li> <li>• Strong organisational skills with the ability to coordinate service operations effectively.</li> </ul>

## What we are all responsible for



### Values and Behaviours

- Embrace and live the shared values of Bayside City Council: ***Respect Each Other, Own It, Work Together, Find Better Ways.***
- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.



### Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.



### Customer Service

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with.
- Empathetic.
- Effective.

- Trusted.



### **Diversity, Equity and Inclusion**

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.



### **Safeguarding Children and Young People**

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.
- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.



### **Workplace Health, Safety, and Wellbeing**

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



### **Sustainability**

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce the impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement, and environmentally sustainable development (ESD).

