

POSITION DESCRIPTION

Middle Years Engagement Project Officer

Position number	1060	
Directorate	Community Strengthening	
Service unit	Community Connections and Wellbeing	
Classification	Band 6 (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Coordinator Early Years and Youth Services
	Internal relationships	All Council departments
	External relationships	Other Councils, State/Federal Government Departments, Contractors, Consultants, School Sporting Clubs, Services and Agencies.
Probation period	6 months	
Approved by (position title)	General Manager Community Strengthening	
Date	July 2026	
Position purpose	The purpose of this position is to lead the planning, administration and implementation of a place-based prevention initiative focused on improving the health, wellbeing and social connection outcomes for young people aged 8-14 years. Through meaningful co-design approaches, partnership development and evidence informed practice, the position will embed youth voice, prevention approaches, social connection and contribute to sustainable wellbeing outcomes for young people and their communities.	

Key responsibilities and duties

Youth Engagement and Participation

- Develop and deliver engaging consultation and co-design activities with the middle years cohort (8-14 years).
- Create safe, inclusive and accessible opportunities for young people to share their ideas, experiences and aspirations.
- Build ongoing relationships with young people to encourage sustained participation and leadership.
- Ensure diverse voices are represented, including young people experiencing barriers to participation.

Project Delivery

- Co-ordinate and implement project activities aligned with the project's objective and funding requirements.
- Translate feedback into practical, data informed recommendations and actions
- Support the planning, development and implementation of initiatives, programs and opportunities that strengthen health, wellbeing and social connection outcomes for 8-14 year olds.
- Assist with monitoring project outcomes and evaluating impact.

Partnership Development

- Build and maintain strong partnerships with schools, community organisations, health services and other stakeholders.
- Collaborate with internal Council departments to integrate youth perspectives into strategic planning and service delivery.
- Facilitate cross-sector collaboration to support sustainable community outcomes.

Strategic Planning and Advocacy

- Analyse engagement findings and prepare reports, presentations and recommendations.
- Contribute to Council strategies and plans including the Council Plan, Municipal Public Health and Wellbeing Plan, Young Communities Strategy and (yet to be developed) Youth Charter.
- Advocate for the needs and priorities of middle years young people within Council and the broader community.
- Support the development of policies and practices that strengthen youth participation.

Monitoring and Evaluation

- Collect and report on project data and outcomes.
- Measure the effectiveness of engagement activities and community impact.
- Prepare progress reports for funding bodies and Council leadership.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.

- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses, or diseases or the making of a false or misleading disclosure, will disentitle compensation under this Act for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool capabilities define the behaviours, skills and knowledge required by our people across the organisation to achieve our organisational objectives, develop a competent and high performing workforce, and achieve our community's expectations.

Different roles require different levels of proficiency in each of the capabilities, and for each role there will be capabilities that are most relevant.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more			
Often	Used often but not as consistently to achieve position duties	30% - 60% of time			
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time			
<table border="1"> <tr> <td data-bbox="135 1787 523 1968"> Self-Management (applicable to all roles) </td><td data-bbox="523 1787 1225 1968"> Demonstrates personal growth and resilience, supporting a positive emotional climate •Personal impact •Emotional intelligence •Growth & Resilience •Integrity </td><td data-bbox="1225 1787 1455 1968"> Always (all roles) </td></tr> </table>			Self-Management (applicable to all roles)	Demonstrates personal growth and resilience, supporting a positive emotional climate •Personal impact •Emotional intelligence •Growth & Resilience •Integrity	Always (all roles)
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Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose, and impact	•Effective communication •Relationships •Negotiation •Influence	Always
Action & Achievement	Drives outcomes with purpose, ambition, and action	•Accountability •Decision making •Plan & prioritise •Time management	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	•Collaboration •Diversity & inclusion •Customers & community	Always
Innovation & Change	Seeks out continuous improvement and new ways of working; engaged and supportive of change	•Change management •Manage ambiguity •Innovation •Courage	Always
Business Performance	Delivers outcomes with commercial and organisational nous	•Financial management •Risk mindset •Data & Analytics •Technology	Often
Strategic Mindset	Sees ahead to future possibilities and things through challenges and obstacles to achieve outcomes	•Strategic focus •Critical thinking •Problem solving •Direction & purpose	Always
People Leadership	People orientated, embracing individual motivations and talents, role modelling expectations to develop the team	•Humanistic •Future focused •Coach & develop •Inspiring	Often

Classification definitions

Accountability and extent of authority	• Accountable for planning, coordinating and delivering project activities within agreed objectives, timelines, budgets and funding requirements. • Responsible for ensuring engagement activities are delivered in accordance with Council policies, Child Safe Standards, privacy requirements and relevant legislation. • Has authority to make day-to-day operational decisions relating to project administration, stakeholder engagement, activity planning and delivery within approved project scope. • Provides advice and recommendations to the Coordinator and Manager based on engagement findings, evidence, stakeholder feedback and youth voice.
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	• Refers matters with significant policy, budget, reputational, legal, safety or service delivery implications to the Coordinator or Manager. • Responsible for maintaining accurate project records, data, reports and evaluation information to support accountability and decision making. • Accountable for representing Council professionally with schools, community organisations, agencies, government departments, young people and families.
Judgment and decision making	• Applies sound judgement to plan, prioritise and deliver project activities in a changing community and stakeholder environment. • Uses initiative to resolve day-to-day project, engagement and stakeholder issues within established policies, procedures and project parameters. • Exercises discretion and sensitivity when working with children, young people, families and community members, particularly where privacy, wellbeing or child safety matters arise. • Interprets qualitative and quantitative engagement data to identify key themes, issues, opportunities and practical recommendations. • Escalates complex, high-risk or sensitive matters to the Coordinator or Manager for guidance and decision making.
Specialist skills and knowledge	• Knowledge and understanding of youth development principles, particularly the social, emotional, health and wellbeing needs of young people aged 8-14 years. • Understanding of place-based prevention, health promotion and early intervention approaches that support wellbeing and social connection outcomes. • Knowledge of child safe, trauma-informed and inclusive engagement practices when working with children, young people and families. • Demonstrated understanding of youth participation, co-design and community engagement principles and methods. • Knowledge of social determinants of health and social policy issues impacting children, young people, families and communities. • Understanding of local government, community services, schools, health services and other systems that support children and young people. • Demonstrated ability to collect, interpret and report qualitative and quantitative data to inform planning, evaluation and continuous improvement. • Ability to translate youth voice, stakeholder feedback and evidence into practical recommendations, reports and project actions. • Understanding of partnership development and cross-sector collaboration to support sustainable community outcomes. • Knowledge of relevant legislative and compliance requirements, including Child Safe Standards, privacy, equal opportunity and occupational health and safety.
Management skills	• Demonstrated ability to plan, coordinate and deliver projects within agreed timelines, resources, budgets and reporting requirements.

	• Ability to manage competing priorities, organise work efficiently and adapt to changing project needs. • Strong administrative skills, including maintaining records, preparing reports, coordinating meetings and tracking project actions. • Ability to coordinate stakeholders, partners and internal contributors to achieve shared project outcomes. • Sound understanding of risk management, child safety, privacy and occupational health and safety requirements in project delivery.
Interpersonal skills	• Highly developed verbal and written communication skills, including the ability to prepare clear reports, presentations, briefings and engagement materials. • Strong facilitation skills, including the ability to create safe, inclusive and age-appropriate engagement opportunities for young people. • Ability to build and maintain positive relationships with young people, families, schools, community organisations, agencies and Council staff. • Demonstrated ability to communicate effectively with diverse audiences and adapt communication styles to suit children, young people, families, professionals and community stakeholders. • Ability to work collaboratively, negotiate shared outcomes and support effective partnerships across sectors.

Qualifications, skills, and experience

Qualifications

- Qualifications in Community Development, Youth Work, Social Sciences, Public Health, Education or a related field.
- Understanding legislation, regulations and policies related to community services and the health promotion sector is highly desirable.

Skills and experience

- Experience engaging and working with children and young people.
- Demonstrated understanding of youth participation, co-design and community engagement principles.
- Strong facilitation and relationship-building skills.
- Excellent written and verbal communication skills.
- Experience managing projects and delivering outcomes within timelines.
- Highly developed administration and time management skills with the ability to prioritise tasks, often with competing timelines
- Highly developed computer, data and analytical literacy
- Established stakeholder engagement skills
- Ability to work collaboratively with a range of internal and external stakeholders
- Ability to frame, lead and deliver a program of work

Licences and registrations

- A current Victorian Driver's Licence is required as travel within the boundaries of the Shire will be required where no public transport is available.

- An employee type Working with Children Check must be maintained.

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Close inspection work	(✓)			
Working in heat (over 35 C)				(✓)
Working in cold (under 5 C)				(✓)
Driving vehicles / operating plant				(✓)
Using a keyboard	(✓)			
Writing by hand	(✓)			
Transcribing from hard copy		(✓)		
Audio transcription			(✓)	
Handling difficult customers onsite			(✓)	
Handling difficult customers offsite			(✓)	
Making decisions that impact on other employees (disciplinary / restructure / investigation)				(✓)
Other _____				(✓)

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will always comply with the staff code of conduct.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.