

Position Title	Youth Development Officer
Directorate	Community Strengthening
Department	Community Wellbeing
Team	Youth and Family Services
Classification/Band	Band 5 (Non-Physical)
Month/Year	July 2026
Reports to:	Team Leader - Youth and Community Development or Team Leader - Engagement & Participation
Supervises:	Nil
Internal Liaison:	Youth and Family Services, including other Youth Development Officers and Youth Services staff. Team Leaders and Coordinator of Youth and Family Services. Other Council departments.
External Liaison:	<u>Community stakeholders including:</u> Young people and their families, schools, and the broader education system, employment agencies, government departments, community agencies. Specialist agencies, including Culturally and Linguistically Diverse (CALD).

Position Objectives

Your primary purpose in this position is:

- Using a Youth Participation framework, assist the Team Leaders to successfully plan, coordinate, evaluate and promote a wide range of community development activities and programs that enhance opportunities for young people in the City of Greater Dandenong.
- Under the guidance of the Team Leaders, research and investigate appropriate activities and projects to maximise opportunities for youth participation and engagement.
- Under the guidance of Team Leaders develop, implement, and evaluate innovative programs and projects for young people within the municipality.
- Build and maintain effective relationships with relevant key stakeholders to ensure flexible and responsive programs and services for young people.
- Identify sources of grant funding, sponsorship and assistance for the provision of relevant programs for the diverse needs of young people in the Greater Dandenong community.
- Actively promote youth services and encourage young people's participation in programs and services.

Key Selection Criteria

In addition to the 'Qualifications and Experience' section below, you demonstrate the below experience and skills:

- Degree or Diploma qualifications in Youth, Community Development, Human Services, or related fields or demonstrated knowledge and relevant experience in the following:
 - current issues affecting young people including risk taking behaviour
 - ability to engage 'highly at risk' young people including young people from CALD communities
 - understanding of youth participation principles and a community development framework.
- Demonstrated experience in group programs and events development, implementation, and evaluation.
- Demonstrated ability to write reports to professional standards, collate relevant data and integrate into reports, and use a variety of computer applications including Microsoft Office suite.
- Demonstrated ability to develop and maintain effective partnerships and networks with key stakeholders.
- Demonstrated experience and commitment contributing to and working within a multidisciplinary team environment.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Working with Children's Check (Employee Check)
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence
- ☒ ongoing First Aid (Level 2) Certificate
- ☒ ongoing Cardiopulmonary Resuscitation (CPR)

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Service provision	- Under the guidance of the Team Leaders - plan, develop and implement programs and activities that increase young people's skills and confidence so that they can participate in cultural, social, learning, and economic opportunities in their community. - Undertake program and event evaluation in accordance with Best Practice frameworks and Youth and Family Services' procedures. - Assist the Team Leaders to develop models of youth consultation, participation, and engagement. - Facilitate, support, and develop youth leadership with the members of the Youth Events Committees. - Undertake program administration tasks, including the development of program proposals and evaluations, project plans, program budgets and maintaining accurate records and statistical information. - Provide information, resources, and where appropriate, referrals, to young people and their families to enable them to make informed decisions and fully use resources and services available within the community. - Identify sources of grant funding for the provision of relevant programs for the diverse needs of young people in the Greater Dandenong community.
Community development and advocacy	- Pursue effective relationships with key stakeholders within the community, including schools and community agencies, to support the Youth Services team. - Liaise with other service providers within the region including education and employment, as well as specialist and general youth services to promote sharing of resources and opportunities for collaboration in the provision of services for young people. - Advocate on behalf of young people and Youth Services to ensure appropriate service options for young people. - Participate in, and, where appropriate, develop community networks and working groups.
Promotion and access to responsive services	- Actively promote Youth Services and encourage young people's participation in programs and services through a variety of mediums, including social media. - Under the direction of Team Leaders - develop promotional strategies which inform the local youth sector and community of the breadth of programs/services provided by Council's Youth Services. - Consider the effects on the City of Greater Dandenong of current and emerging needs and trends in the youth sector, development, and changes to state and federal strategic directions, policy, and funding arrangements.
Working out of Hours	- This position requires the facilitation of weekly after-school programs until 7pm, and occasional weekend work in accordance with operational requirements (which may vary from time to time). If the participant is required to participate in such a roster etc, then the relevant/applicable allowance will be paid. - If the incumbent is in receipt of such an allowance, then it is expected that the incumbent will monitor designated communication channels and respond in a timely and appropriate manner.

First Aid Activities	Undertake the role of First Aid Certified Officer (FACO) and administer first aid in line with job requirements and <i>OHS First Aid Operational Procedure</i>.
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Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are found on The Source > [Capability Framework | Greater Dandenong Council](#)

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are found on The Source > People, Culture and Safety > [REACH | Greater Dandenong Council](#)

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: - Take reasonable care of their own health and safety. - Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. - Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. - Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. - Participate in health and safety training programs and initiatives.
Child Safety	- Comply with the organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct and all other Council Child Safe Policies & Procedures - Demonstrate a commitment to child safety, equity, inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards. - Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations.
Climate Change & Sustainability	Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	- Remain mindful of the requirements of the Victorian Charter of Human Rights at all times - Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. - Perform other duties as directed within the limits of acquired skills, knowledge, and training. - At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. - At all times, comply with Council's Code of Conduct - Staff.

Diversity, inclusion and equity	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: ○ zero tolerance of racism and expectations that staff will act on incidents of racism ○ supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	• Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

- ☐ Not required.
- ☒ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.
- ☐ This role may be subject to work related contact outside of normal business hours. This position may require participation in an on-call, stand-by or availability roster. (Refer to 'Working out of hours' under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor		☐	☒	☒	☐
Team based work – works in a team of people and not exposed to isolation		☐	☐	☒	☐
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy		☐	☐	☐	☒
Concentrating – high levels of concentration required while completing required tasks		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – required to exercise sound decision making while completing all aspects of the position		☐	☐	☒	☐
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course		☐	☐	☒	☐

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
<i>of the day</i>					
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		☐	☐	☒	☐
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		☐	☐	☒	☐
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position		☐	☐	☒	☐
Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control		☐	☐	☒	☐
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		☐	☐	☒	☐

Physical Requirements

- ☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires ≥10% (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]
- ☐ This position requires a vision test
- ☐ This position requires a hearing test

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – <i>stay in a seated position</i>	Sitting at desk	☐	☐	☒	☐
Standing – <i>standing in an upright position, moving less than 3 steps</i>	Using photocopier	☐	☒	☐	☐
Walking – <i>In an upright position, moving more than 3 steps</i>	Moving around office	☐	☐	☒	☐
Crawling – <i>Move on the hands & knees or by dragging the body close to the ground</i>	N/A	☒	☐	☐	☐
Non-manual handling					
Crouch/squat – <i>To lower the body by bending forward from legs and spine, buttocks on or near the heels</i>	Placing resources in cupboards and handling equipment at events	☐	☒	☐	☐
Kneeling – <i>To lower the body</i>	Placing resources in cupboards and handling equipment at events	☐	☒	☐	☐
Bending – <i>To bend forward and down from the waist or the middle of the</i>	Placing resources in cupboards and	☐	☒	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
<i>back, rounding the shoulders and back for more than 3 seconds</i>	handling equipment at events				
Reaching – <i>Extending arms out in any direction</i>	Placing resources in cupboards and handling equipment at events	☐	☒	☐	☐
Twisting/trunk rotation – <i>Rotating the body to one side or the other without moving the feet</i>	Placing resources in cupboards and handling equipment at events	☐	☒	☐	☐
Fine manipulation/pinch grip – <i>Fingers are on one side of the object and thumb on the other, typically without the object touching the palm</i>	Writing	☐	☒	☐	☐
Power/open hand grip – <i>Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended</i>	Holding boxes and opening the gate and objects	☐	☒	☐	☐
Writing/typing	Project planning and evaluation	☐	☐	☐	☒
Climb ladders	N/A	☒	☐	☐	☐
Climb or descend stairs	Offices for meetings	☐	☒	☐	☐
Low level work – <i>Performing manual handling actions at or near ground level</i>	Handling equipment at events	☐	☒	☐	☐
Manual Handling					
Lift/Carry/Hold – <i>Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders</i>	Placing resources in cupboards and handling equipment at events	☐	☒	☐	☐
Pushing/Pulling – <i>Applying force to move something away or closer to one's self, including static positions</i>	Placing resources in cupboards and handling equipment at events	☐	☒	☐	☐
Kilograms of force (kg.f) – <i>Amount of force or effort required to perform a specific task or part of a task</i>	Placing resources in cupboards and handling equipment at events	☐	☒	☐	☒
Weight requirements – lift, carry, push, pull or hold					
1-5kg	Carrying equipment and resources	☐	☒	☐	☐
5.1 – 10kg	Carrying equipment and resources	☐	☒	☐	☐
10.1 – 15kg	Carrying equipment and resources	☐	☒	☐	☐
15.1 – 20kg	Carrying equipment and resources	☒	☐	☐	☐
Lift floor to hip	Carrying equipment and resources	☐	☒	☐	☐
Lift waist to shoulder	N/A	☒	☐	☐	☐
Lift overhead	N/A	☒	☐	☐	☐
Pushing/pulling	Carrying equipment and resources	☐	☒	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

Band 5 – Non Physical

Accountability and Extent of Authority

- May supervise resources, other employees or groups of employees and / or provide advice to or regulate clients and/or give support to more senior employees.
- Where the prime responsibility is for resource supervision, the freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
- Where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees.
- Where the prime responsibility is to provide direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported.

Judgement and Decision Making

- The objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice would usually be available within the time required to make a choice.

Specialist Knowledge and Skills

- Supervisors in this Band require an understanding of the relevant technology, procedures and processes used within their operating unit.
- Specialists and employees involved in interpreting regulations require an understanding of the underlying principles involved as distinct from the practices.
- Support employees also require an understanding of the role and function of the senior employees to whom they provide support, an understanding of the long term goals of the unit in which they work, and an appreciation of the goals of the wider organisation.
- Require an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

Management and Interpersonal skills

- Require skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances 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 timetable.
- Where supervision is part of the job, the position requires an understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
- Require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well defined activities and in the supervision of other employees where appropriate.
- Expected to write reports in their field of expertise and/or to prepare external correspondence.

Qualifications and Experience

- The skills and knowledge needed for entry to this Band are beyond those normally acquired through completion of secondary education alone.
- They might be acquired through completion of a degree or diploma course with little or no relevant work experience, or through lesser formal qualifications with relevant work skills, or through relevant experience and work skills commensurate with the requirements of the work in this Band.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			