



POSITION DESCRIPTION

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| POSITION | Family & Youth Planning & Development Coordinator (Temporary Part Time, Maternity Leave Replacement) |
| POSITION NO | 840185 |
| CLASSIFICATION | Band 7 |
| DIVISION | Communities |
| DEPARTMENT | Family & Youth |
| LOCATION | Civic Centre |
| DATE PREPARED | 19 October, 2009 |
| OCCUPANT | Maternity Leave replacement |
| APPROVED BY | Dr Gillian Kay |

POSITION OBJECTIVES

- To work proactively with the Manager Family & Youth to develop strategic and operational service responses to meet current and emerging needs of the community in relation to children, families and young people.
- To lead the development and coordination of projects, long term strategic responses and planning, research and advocacy activities in partnership with the Family & Youth Team.
- To coordinate the Neighbourhood House, Family Services Development and Financial Counselling service areas.

KEY ACCOUNTABILITY AREAS

Customer Service

- Respond to members of the community and members of the public in an effective, efficient and timely manner.
- Represent Council and the Family & Youth Services Department at official functions, meetings, seminars and agreed community events as necessary to effectively carry out the position and to convey a positive image of Council.
- Develop and maintain knowledge of current local child, family and youth services that are available to the local Frankston community.
- Work collaboratively with other Council staff, local service providers, community groups and parents to implement key initiatives associated with Frankston's Municipal Early Years Plan and other key strategies.

Policy Development

- Develop, implement, monitor and evaluate relevant strategies and policies including the Municipal Early Years Plan to ensure that services and programs meet the needs of Children, Families and young people.
- Participate in the development of mechanisms that assist in the identification and analysis of service gaps, with a view to then developing recommendations for the strategic direction of Council in future service planning and advocacy in child, family and youth services.
- Actively contribute to the development of the Family & Youth Business Plan.

Project Management

- Contribute to social, corporate and strategic planning within Council to ensure the current and future needs of Children, Families and Young People are appropriately addressed.
- Undertake community research and consultation, data collection and analysis, policy development, report writing and presentations for relevant and emerging Child, Family and Youth Services projects.
- Ensure that all projects are delivered in line with best practice project management principles.
- Undertake promotional activities, ie; preparing information for press releases, event programs and activities, undertake public speaking and presentations to relevant groups and prepare and distribute relevant promotional materials.
- Coordinate and manage working groups and targeted programs to achieve identified outcomes.
- Ensure strong links are maintained between Frankston's Municipal Early Years Plan (MEYP), Youth Strategy and other associated activities/projects such as Best Start.
- Prepare funding submissions, financial accountability statements and reports as required.
- Provide professional advice to Family & Youth Services staff and the Family & Youth Manager on relevant Federal and State policy, current and future trends and developments within the child, family and youth services sector that may impact on the planning and provision of services within Frankston Municipality.
- Communicate the Frankston Early Years vision and core values associated with early childhood, parents and communities, by showcasing programs and resources that illustrate this vision.

Human Resource Management

- Oversee the recruitment and orientation of all new staff within the Family & Youth Planning & Development Unit; and ensure that staff are managed within the programs in a manner that is consistent with Council's Organisational Development practices and Occupational Health and Safety standards.
- Conduct performance management activities in line with Council's Staff Development Program, of all staff, and plan a program of opportunities for team building, peer support and professional or personal development of these staff.

Financial Management

- Monitor and recommend expenditure consistent with the approved Budget for the Family & Youth Planning and Development Unit.
- Ensure staff complete reports that monitor and explain progress with targets described in the business plans, including regular reporting through Interplan.
- Monitor income and expenditure for all services, in particular, the income from funding bodies ensuring that procedures are consistent with the requirements of the funding bodies.

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- Ensure the completion of all necessary returns to funding bodies in accordance with funding/service agreements.

Administration

- Undertake administrative tasks related to the implementation and monitoring of Child, Family and Youth Services projects.
- Develop an annual work plan and contribute regular reports on progress achieved through Interplan.
- Prepare and present written and oral reports to senior officers and Council as required.

Professional Development

- Actively participate in professional development including attendance at seminars and other learning and development opportunities.
- Keep well informed of current professional knowledge and government policy in the area of Child, Family and Youth services policy development.

Corporate Responsibilities

- Comply with all Council policies, procedures and guidelines including those relating to Occupational Health & Safety, Equal Opportunity (including harassment and bullying), Privacy and Code of Conduct.

ORGANISATIONAL RELATIONSHIPS

Reports To: Family & Youth Manager

Supervises: Financial Counsellor, Family Services Development Officer, external consultants, student placements as required

Internal Liaisons: All Family & Youth Staff, Community Development Staff, and other staff organisation wide as necessary

External Liaisons: Family and Youth Service providers, Community based agencies, residents, Commonwealth and State Departments, Community groups, committees, funding authorities and counterparts from other Councils.

AUTHORITY/ACCOUNTABILITY/JUDGEMENT AND DECISION MAKING

- Co-operate with Council in relation to any action taken to comply with the Occupational Health
- The incumbent is directly responsible for the development, implementation and evaluation of the Municipal Early Years Plan and related strategies, policies and programs to meet identified needs within the community.
- The incumbent will be responsible for providing advice and information relevant to the Frankston Municipal Early Years Plan and other associated plans and strategies pertaining to child, family and youth services.
- Quality and timeliness of projects as delegated, with the incumbent operating autonomously, with the support and guidance available from the Manager.
- Accountable for their level of participation and contribution to the Family & Youth Services team.
- Responsible for budget development and monitoring for the Family Services Unit in consultation with the Manager.

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- The incumbent is able to demonstrate knowledge of local community service needs and has knowledge of wider government policies and programs that impact on these services.
 - The position requires sound professional judgment, based on knowledge, training and experience on matters of legislation, procedure, budget, service provision, and implications of day to day operations.
 - Most problems to be solved would be done by referring to established precedent or guidelines, however, in other instances where these do not apply; the individual will be required to demonstrate initiative in problem solving.
 - Ensure Council's Risk, OHS & Injury Management Plans are observed and complied with at a personal level.
 - Co-operate with Council in relation to any action taken to comply with the Occupational Health and Safety Act.
 - Ensure that no action taken by the officer interfere with or place at risk the health and safety of self or any other person at the workplace.
 - Ensure compliance with all Privacy legislation and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE

- Post Secondary Qualifications in Social Sciences or Community Development or other relevant disciplines.
- Project management and policy development experience within a community development framework.
- Current Victorian Driver's Licence.
- Demonstrated Staff management experience.
- Experience in working within the local government sector

INTERPERSONAL SKILLS

- Strong commitment and ability to work in a highly customer focused team culture.
- Highly developed communication skills, including written, verbal and presentation skills.
- Strong negotiation and conflict resolution skills, including the ability to facilitate meetings and workshops to maximise participation by individuals.

SPECIALIST SKILLS AND KNOWLEDGE

- Ability to work within a Community Development framework and apply participation models.
- Demonstrated ability to lead discussion and gain the co-operation of staff, relevant agencies and members of the community in Child, family and youth Services planning.
- Ability to formulate innovative policies, programs and procedures.
- Analyse, prioritise and review work flows to facilitate policy development and implementation.

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- Quantitative and qualitative data collation, research and analysis skills at a level appropriate for internal and external reports.
 - High proficiency in computer skills including Excel, Microsoft word, ABS Data, etc.
 - Knowledge of state, federal policies and agendas for early years, financial counselling, Neighbourhood Houses, Family Violence and Youth

MANAGEMENT SKILLS

- Effective skills in managing time, setting priorities, and planning and organising work and meeting timelines.
- Highly developed investigative, conceptual, analytical and problem solving skills.
- Ability to work with a minimum of direction and supervision.
- Experience in leading and managing staff.
- Experience in managing a program budget.

GENERAL INFORMATION FOR APPLICANTS

Employment Contract

The position is offered in accordance with the Frankston City Council Enterprise Agreement (No.5) 2007 and is classified at Band 7 commencing at \$34.74 per hour plus 9% superannuation, depending upon qualifications and experience. . The is a temporary part time maternity leave replacement position working 34.2 hours per week for 12 months or until the return of the incumbent.

This Position Description will be subject to regular review.

Qualifying Period of Employment

The successful candidate will be subject to a 6-month qualifying period in accordance with the Fair Work Act, 2009.

National Police Records Check

Undertaking a National Police Records Check forms part of the pre-employment process.

Superannuation Choice

Vision Super "Super Saver Accumulation Plan" (9% Employer Contribution). A choice of fund is available provided the Vision Super's 'Clearing House' facility is used.

Privacy and Your Job Application

Frankston City Council is committed to ensuring your application is handled respectfully and in accordance with the requirements of the Victorian Information Privacy Act 2000 as follows:

- Any application submitted will be treated as strictly confidential.
- The personal information you submit as part of your application is collected for the purpose of assessing your application in accordance with the selection criteria outlined in this position description.
- Your application, including your personal information, may be stored until the position is filled, and if you are the successful candidate, will be stored in your personal file.
- Frankston City Council may disclose your personal information to your nominated referees.
- In submitting your application, you may provide us with the personal information of others, for example, the names and contact details of your referees. In this case you are encouraged to inform your referees that you are disclosing that information to Frankston City Council and that information may be stored until the vacancy is filled. If you are the successful candidate, the information may be stored on your personal history file.

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- If you would like to enquire about the handling of your personal information, please contact Organisation Development on 9784 1835.

Employer of Choice

Frankston City Council enjoys an emerging reputation as an 'Employer of Choice'. For the third consecutive year we received recognition from the Managing Work Life Balance Benchmarking Study as being ranked in the top 25 organisations around Australia for its Work Life Balance policies and practices. Our annual employee survey has ranked our employee satisfaction rating ahead of the municipal benchmark for since 2002.

Frankston City strives to provide a family friendly workplace, flexible working arrangements and holds a strong commitment to ensuring a work environment that is free of harassment and bullying.

Frankston City Council offers a range of Reward and Recognition Awards to acknowledge outstanding work performance.

Application Process

Applications are to be addressed to Jennie Bentley, Organisation Development Consultant, Frankston City Council, PO Box 490, Frankston, 3199, Email: applications@frankston.vic.gov.au or faxed on (03) 9784 1099 and must be received by Friday, 6 November 2009.

Dr Gillian Kay
**General Manager
Communities**