



Position Details

Position title:	Family Youth and Children Partnerships and Projects Officer
Award Classification:	Band 6
Department:	Family, Youth and Children and Divisional Performance
Division:	Community Wellbeing and Inclusion
Date Approved:	December 2024
Approved By:	Executive Manager Family, Youth & Children and Divisional Performance

Organisational Relationships:

Reports To:	Coordinator Family Services
Supervises:	No direct reports
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants, contractors, Local, State and Federal Government, community, family, youth and children's service providers, peak bodies, various policy and planning forums and networks.

Position Objectives

- Build and maintain stakeholder relationships with Family, Youth and Children's early years' service providers, to provide governance support and advice.
- Plan and facilitate the flexible provision of information about early years services, policies, plans and programs that is up to date and relevant to stakeholders.
- Provide parent information leadership and project coordination through positive engagement with service providers, networks and community groups to understand and respond to the information needs of families.



- Encourage and support innovation, sustainability and community connectedness in service delivery that supports delivery of Council's policies, plans and priorities for children and families

Key Responsibilities and Duties

- Provide a contact point for service providers and the community to access current policy direction and information on family, youth and children's services to ensure sustainable, responsive, well-coordinated family, youth and children's services within City of Port Phillip
- Facilitate networks as required
- Take responsibility for the coordination of Parent Information Sessions; program development, organisation and support
- Support early years services, including playgroups and toy libraries through a range of strategies in partnership with services and assist in the development of new sustainable groups
- Undertake other projects, as directed, to improve the provision of FYC services in line with the FYC policies and plans.

Accountability and Extent of Authority

- Reporting to the Coordinator Family Services and working collaboratively with other FYC Coordinators
- Responsible for the development and implementation of policies and delivery of high-quality services relevant to the community support role based on current, innovative research and practice
- Accountable to work independently and professionally with external stakeholders
- Responsible for facilitating resources within Council to improve communication with external stakeholders

Judgement and Decision Making

- Effective, professional judgement and adaptability in evaluating and deciding on appropriate methods, procedures and practices for achieving position, team and Council objectives as related to Family, Youth and Children (FYC)
- Effective judgement and discretion in selecting the appropriate level of response to be applied in any given situation within FYC policies.
- The ability to apply specialist knowledge and experience to solve complex problems
- The ability to review and implement improvements in the methods, procedures and practices used by FYC
- Seeks support and receives direction from the Manager and Coordinators in FYC and when relevant other technical experts within Council



Specialist Skills and Knowledge

- Extensive knowledge of Family, Youth and Children's Services, with a focus on community development principles
- Operational knowledge of council policies, facilities and operations and a commitment to the Community First approach of the organisation
- Demonstrated knowledge of issues affecting the provision of family youth and children's services in the sector and local government, an awareness of broader policies and issues within the field
- Ability to positively engage with a range of stakeholders including Council staff, external service providers, governance committees and community members
- Extensive experience in the use of information technology, particularly for the efficient and effective communication with a variety of stakeholder

Management Skills

- Ability to manage own time, plan & organise own work, ensuring stakeholder involvement, deliverables, key performance indicators and timeframes are met
- Experience in working in an autonomous manner, within a fast-paced multi-disciplinary team, with strong organisational skills and decision making to manage competing priorities and deadlines
- Ability to champion initiatives, inspire stakeholders and facilitate their participation
- Ability to positively implement FYC strategies, policies and continuous improvement initiatives
- Effective negotiation and decision-making skills
- Ability to obtain cooperation and assistance from a range of people including community and staff across Council
- Demonstrated conceptual, strategic and analytical skills
- A "Community First" mindset

Interpersonal Skills

- Well-developed communication skills including report writing, information development and promotion initiatives, and demonstrated experience in the use of information technology and online resources
- Use communication technology proficiently
- Interpret and convey complex information to different audiences using a range of mediums
- Build and develop positive internal and external relationships
- Persuade, influence, delegate and motivate
- Facilitate, negotiate and resolve conflict



- Inform, consult and collaborate with stakeholders

Qualifications and Experience

- **Academic:** Tertiary qualification in a relevant discipline (a community development approach is required for the role) and or relevant experience
- **Experience:**
 - Demonstrated capacity in project coordination of community development activities
 - Demonstrated understanding of local government, policy and service development in the families, youth and children sector
 - Demonstrated ability to facilitate meaningful community consultation and collaboration
 - Demonstrated ability to navigate change and problem solve with a range of stakeholders

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.



Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

- Tertiary qualification in a relevant discipline (a community development approach is required for the role) and relevant experience
- Experience in working in an autonomous manner, coordinating projects within a fast-paced multi-disciplinary team, with strong organisational skills and decision making to manage competing priorities and deadlines
- Demonstrated experience and knowledge in the development and implementation of policies and service development in the families youth and children sector, based on current, innovative research and practice
- Well-developed communication skills including report writing, information development and promotion initiatives, and demonstrated experience in the use of information technology and online resources
- Demonstrated ability to liaise effectively and maintain strong partnerships with service providers and users, communities, committees of management, professionals and government departments

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.