

## CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

<b>POSITION TITLE:</b> Childhood & Youth Development Planner	<b>DIRECTORATE:</b> Community & Place	<b>DATE:</b> January 2023
<b>REPORTS TO:</b> Team Leader Childhood & Youth Planning	<b>SERVICE UNIT:</b> Community Development	<b>LEVEL:</b> 6
<b>POSITION NUMBER:</b> CD12008 + (multiple positions)	<b>SUB UNIT:</b> Childhood & Youth Services	<b>ROLE FOCUS:</b> Advice
<b>ROLE BALANCE:</b> (People/Scheduling/Technical) 10/10/80	<b>JOB FAMILY:</b>	<b>ANZSCO CODE:</b>

### ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

### DIRECTORATE CONTEXT

The **Community & Place Directorate** has a very strong interface with the community, providing community infrastructure, programs and services as well as advocating for funding and services by other agencies. We provide support for a diverse range of community priorities and encourage the growth of self-sufficient community organisations to assist with addressing these priorities.

### POSITION CONTEXT

Under regular supervision of the Team Leader Childhood & Youth Planning, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, involving the performance of non-repetitive activities governed by established policies, procedures, methods and guidelines to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including consultants and contractors; government departments and agencies, other local governments, the business community, vendors and suppliers, special interest groups, members of the public and City leaders and employees. A strong emphasis is placed on working in partnership with the community, local organisations and government and non-government agencies.

A challenging aspect of the role is completing multiple projects within a dynamic environment that includes changing and competing priorities with tight timeframes.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

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**FUNCTIONAL ACCOUNTABILITY**

Develops, implements and evaluates a range of strategies and plans, delivered through sustainable relationships and partnerships focused on children & young people, which strengthens the City's access and inclusion vision of creating equal opportunities for all ages, abilities and diverse backgrounds.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

**KEY ACCOUNTABILITIES****KEY RESULTS AREAS    OUTCOMES**

Collaboration &  
Teamwork

- Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
- Thinks critically and actively collaborates with colleagues and Leaders.
- Contributes to the development of business improvement initiatives.

Customers &  
Stakeholders

- Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.
- Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.
- Develops sustainable relationships and partnerships with organisations, in accordance with the City's policies, processes and procedures that enables achievement of the Strategic Community Plan and Corporate Business Plan.

Efficient & Effective  
Delivery

- Develops, implements and evaluates strategies and plans, focused on children and young people, which create equal opportunities for all ages, abilities and diverse backgrounds and enables achievement of the Strategic Community Plan and Corporate Business Plan.
- Advocates and facilitates strategies and plans delivered through sustainable partnerships.
- Provides a range of project services to contribute to the development and delivery of strategies and plans, in accordance with the City's Project Management Framework.
- Prepares reports in functional area or activity tailored to the needs of the audience.
- Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.
- Proposes innovation and business improvement initiatives within area of accountability activity.

Systems & Processes

- Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.
- Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.
- Contributes to the development of processes and procedures that support the work of the Service Unit.

Resources,  
Governance,  
Compliance & Risk

- Monitors budgets and prepare financial reports under guidance of leader.
- Seeks and promotes alternative funding opportunities, ensuring effective use of the City's financial resource and maximising the City's capacity to deliver programs and activities.
- Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.

- Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct.
- Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.

**CAPABILITIES REQUIRED**

**Qualifications, Requirements and Experience:**

- Qualification in relevant discipline such as early childhood, youth work, social science or community services is required or relevant experience.
- Relevant experience in a similar role is required.
- Experience in establishing strong and effective partnerships with community groups, service providers and other key.
- Foundational experience in the efficient utilisation of information systems and technology.
- C class Drivers Licence.
- Current Working with Children Check.
- Provide First Aid Certificate.

**Skills and Knowledge:**

- Intermediate computing, numeracy and literacy skills.
- Intermediate organisational skills with the ability to prioritise competing tasks.
- Advanced customer service skills.
- Intermediate communication and problem-solving skills.
- Intermediate research and analysis skills.
- Intermediate negotiation and influencing skills.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including operations where interaction with members of the public may be reasonably expected to occur.

**Key Stakeholder Relationships:**

- Support the Manager Community Development, Coordinator Childhood & Youth Services and Team Leader Childhood & Youth Planning to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

**Role Authorities:**

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

**VERIFICATION**

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

**Leader Name**

*Coordinator Childhood & Youth Services*

Signature

Date

**Next Up Leader Name**

*Katie Russell  
Manager Community Development*

Signature

Date