

Position Description

Date Reviewed:	August 2026	
Position:	Senior Youth Services Officer	
Business Unit:	Property and Community Services	
Directorate:	Corporate and Community Services	
Location:	Goulburn Community Centre	
Reports to:	Community Services Supervisor	
Direct Reports:	1 x Full Time Employee	
Remuneration:	Grade 7	
Award Classification:	Band 2 Level 2	
Hours of Work:	35 Hours Per Week 8:30am – 5pm 43-minute lunch break 9 day fortnight	This role may be subject to an Individual Hours Agreement as per Council's Flex First Procedure.
Other Requirements:	Some after hours and weekend work will be required to meet demands of this position. This position is subject to a NSW Working with Children Check and a NSW National Criminal History Record Check.	

Council Vision & Mission



Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Position Statement

This position is responsible for developing and implementing programs, activities and events (with support where necessary) to engage and inspire youth in the Goulburn Mulwaree LGA.

Position Duties

- Identify, develop and implement proposals for new initiatives and opportunities for the provision of services for young people in consultation with the Community Services Supervisor
- Develop and implement youth skills development programs for young people in consultation with the Community Services Supervisor
- Devise activities to generate effective and broad engagement such as interactive social media programs, video projects, sporting and cultural events in consultation with the Community Services Supervisor
- Coordinate mentoring and training for youth engagement
- Assist the Community Services Supervisor prepare reports and statistics relating to services for young people
- Effectively supervise and mentor the Youth Services Officer and volunteers in consultation with the Community Services Supervisor
- Identify and seek grant funding for youth related projects and activities with support from the Community Services Supervisor
- Undertake general administrative and clerical tasks associated with projects and activities
- Facilitate the coordination of Goulburn Mulwaree Youth Council
- Carry out other duties that are within the limits of the employee's skills, competence and ability as applicable to this project
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct.

Essential Selection Criteria

- Relevant qualifications in a Youth, Community or Social services field and/or an equivalent related qualification
- Demonstrated experience in working with young people to encourage their personal development
- Excellent interpersonal, oral and written communication skills
- Effective conflict resolution and behaviour management skills
- Demonstrated computer skills, particularly with the Microsoft Office suite of products and social media
- Demonstrated experience in/or the ability to network with other community services, developing strong partnerships
- Ability to facilitate workshops and make presentations
- Class C Drivers Licence
- Current NSW Working With Children Check
- Thorough understanding of NSW child protection and mandatory reporting obligations and the ability to apply them as a Youth Service provider
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and strive to achieve our vision and mission.

Desirable Selection Criteria

- Ability to speak confidently in a public forum/meeting
- Experience in the preparation of strategies or policies

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	• Demonstrated ability to compile written and well-articulated comprehensive letters and emails • Demonstrated sound level of time management and organisational skills • Coordinate mentoring and training for youth engagement in projects and activities • Demonstrated high level of computer skills, particularly with the Microsoft Office Suite of products and social media • Demonstrated ability to work with young people to inspire, energise and encourage their participation in decision making processes • Demonstrated ability to identify and report workplace hazards
Level 2:	• Identify and seek grant funding and sponsorship funding for youth related projects with support from the Community Services Supervisor • Demonstrated effective staff and volunteer supervision • Implement grant funded projects with successful outcomes for young people
Level 3:	• Implement and review actions contained in the Youth Services Action and Delivery Plan • Develop new programs and projects that provide young people with opportunities to implement new initiatives and take on new challenges • Demonstrated mentoring, guidance and support of Youth Services Officer
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities

Supervisors, Superintendents, Team Leaders	
Responsibilities:	Performance Measures:
All Supervisors are also considered as, and hold the WHS responsibilities of Workers	Refer to sheet, WHS Responsibilities and Performance Measures, All Employees/Workers.
Ensure all appropriate actions are taken to implement the WHS Policy and procedures to satisfy legislative requirements.	Staff are aware of all WHS related Policies, procedures and management systems.
Provide feedback to Managers with respect to performance monitoring and compliance with KPIs.	A reporting process to the relevant Manager has been developed for performance monitoring purposes.
Ensure staff are provided with specific WHS job/workplace training as part of their induction.	New employees have been provided with specific WHS job/workplace training.
Ensure staff use and maintain personal protective equipment (PPE) where required.	Evidence sighted that staff have appropriate PPE for job function and that PPE is used and maintained.
Hold meetings with staff to discuss WHS requirements	Evidence that regular toolbox meetings are held with staff to discuss WHS requirements (minutes kept and recorded)
Participate in incident investigations and reporting.	Evidence of assistance provided to Manager in relation to incident investigation when requested.
In consultation with workers, carry out site specific Risk Assessments and develop Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) where required.	Evidence that site specific risk assessments have been completed. Evidence that Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) have been developed where required. Evidence of consultation with workers.
Ensure staff performs work in accordance with Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participation in formal and informal discussions, workplace inspections, hazard identification and risk assessments Contractor / visitor are subject to WHS induction.
Knowledge of WHS and related legislation	Attendance at WHS training sessions

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements, and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
 Constant: Activity exists more than 2/3 of the time when performing the task.
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		√			
Leg/Foot Movement	Tasks involve use of the leg and/or foot to operate machinery					√
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting				√	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist		√			
Standing	Tasks involve standing in an upright position without moving about		√			
Driving	Tasks involve operating any motor-powered vehicle					√
	Tasks involve driving vehicle on unsealed roads					√
Sitting	Tasks involve remaining in a seated position during task performance	√				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended		√			
Walking/Running	Tasks involve walking or running on even surfaces			√		
	Tasks involve walking on uneven surfaces					√
	Tasks involve walking up steep slopes					√
	Tasks involve walking down steep slopes					√
	Tasks involve walking whilst pushing/pulling objects		√			
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	√				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc, anything where the person stands on an object other than the ground	√				
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms			√		
	1. Light lifting/carrying (0-9 Kg)				√	
	2. Moderate lifting/carrying (10-15 Kg)	√				
	3. Heavy lifting/carrying (16 Kg and above)					√
Digging	Tasks involving manual digging					√
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	√				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands				√	
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing		√			

Demands	Description	Frequency				
		O	F	C	R	N/A
Sensory Demands						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night		√			
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment					√
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance					√
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)			√		
	Tasks involve interacting with distressed or angry people	√				
	Tasks involve interacting with people with mental illness/disability	√				
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust					√
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc.					√
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					√
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting					√
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					√
Sunlight	Exposure to sunlight					√
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room					√
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces					√
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height		√			
Manual Handling	Tasks involve manual handling			√		
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.					√

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	