

Melton City Council

# Youth Strategy & Compliance Officer

Position Description

PD: 00757

A welcoming and liveable  
City accessible to all

## 1. Position details

|                         |                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------|
| Position Title          | Youth Strategy and Compliance Officer                                                             |
| Directorate             | City Life                                                                                         |
| Business Unit           | Child, Families & Youth                                                                           |
| Position Classification | Band 7                                                                                            |
| Enterprise Agreement    | Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement. |

## 2. Organisational relationships

|                   |                                                                                                                                                                                                                                 |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reports to        | Coordinator Young Communities                                                                                                                                                                                                   |
| Supervises        | N/A                                                                                                                                                                                                                             |
| Internal liaisons | <ul style="list-style-type: none"><li>• Child Families &amp; Youth staff</li><li>• Council staff and Councillors</li><li>• Council Departments</li></ul>                                                                        |
| External liaisons | <ul style="list-style-type: none"><li>• Government departments &amp; funding agencies</li><li>• Community organisations and youth service providers</li><li>• Young people, families and other community stakeholders</li></ul> |

## 3. Our Organisation

### 1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

### 2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

### 3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

### 4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



## 5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## 4. Position objectives

- Provide expert strategic support for governance, policy development, service planning and continuous improvement to strengthen the quality, consistency and effectiveness of service delivery.
- Lead the development of governance, compliance and quality systems that support safe, evidence informed and accountable service delivery, ensuring alignment with Council priorities, organisational requirements and funding obligations.

## 5. Key responsibility areas

- Lead the development, implementation and review of policies, procedures, local work instructions and governance frameworks that support consistent, compliant and high-quality service delivery.
- Monitor and coordinate compliance with relevant legislation, Child Safe Standards, funding agreements, Council policies and regulatory requirements, ensuring organisational risks are proactively identified and managed.
- Identify, monitor and manage operational risks, developing systems and improvement initiatives that strengthen governance, consistency and service quality.
- Lead the collection, analysis and reporting of service performance data, outcomes and evaluation to support evidence- based decision making, funding accountability and continuous service improvement.
- Provide specialist advice and support to the leadership team on governance, policy development, risk management, quality assurance and service improvement.
- Build and maintain effective partnerships with Council departments, government agencies, community organisations and funding bodies to support strategic initiatives and improved outcomes for community.
- Prepare strategic reports, briefing papers, funding submissions, acquittals and business cases to support organisational planning, accountability and informed decision making.
- Research emerging policy, sector trends and funding opportunities, providing strategic advice and recommendations that informs the future of service and program delivery..
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

## 6. Accountability and extent of authority

- Ability to manage resources with the freedom to act governed by policies, objectives and budgets, impacts of decisions may have a significant effect on programs, projects or on the public perception of the wider organisation.
- Freedom to provide specialist advice that may have a substantial impact on stakeholders, subject to professional and regulatory review.

- Ability to formulate policies through investigative, analytical or creative work with the freedom to act generally prescribed by a more senior position, the quality of work can have a significant impact on the development of policies.
- Capability to provide formal input into policy development.

## 7. Judgement and decision making

- Ability to perform a role that is essentially problem solving in nature, applying specialised methods, procedures and processes generally developed from theory or precedent to solve issues.
- Demonstrate initiative to apply established techniques to new situations with the ability to recognise when these techniques are not appropriate for use.
- Proven capability to identify and analyse an unspecified range of options when formulating policies before making recommendations.
- Guidance is not always available within the organisation.

## 8. Specialist knowledge and skills

- Proficient in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.
- Demonstrated analytical and investigative skills in policy formulation to enable policy options from within a broad organisation-wide framework.
- Understanding of the long-term goals, values and aspirations of the wider organisation within the legal and political operational context.
- Knowledge and familiarity of principles and practices of budgeting, accounting or financial procedures.

## 9. Management skills

- Comprehensive skills in time management to set priorities, efficiently plan and organise own work and that of others to achieve specific and set objectives within the available resources and timelines despite conflicting pressures.
- Demonstrated understanding and ability to implement personnel policies and practices including awards, equal opportunity and OHS policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes.
- Ability to contribute to the development and implementation of long-term staffing strategies.

## 10. Interpersonal skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities.
- Ability to liaise with counterparts in other organisations and internally to Council to discuss and resolve specialist and intra-organisational problems.
- Proven capability to motivate and develop employees.

## 11. Qualifications and experience

- Tertiary qualification in community service, public policy, governance or a related discipline with several years' relevant experience or lesser formal qualifications with extensive experience.

## 12. Key Selection Criteria

1. Tertiary qualification in community services, public policy, governance or a related discipline with several years' relevant experience or lesser formal qualifications with extensive experience.



2. Demonstrated experience in strategic planning, service compliance and continuous improvement within local government, youth services or a comparable community service environment.
3. Demonstrated ability to lead service evaluation, performance measurement and reporting, using data and evidence to inform strategic decision-making and improve service outcomes.
4. Demonstrated ability to develop, implement and review governance frameworks, policies, procedures, operational guidelines and risk management systems that support legislative compliance, organisational accountability and continuous service improvement.
5. Highly developed communication, stakeholder engagement and influencing skills, including the ability to prepare high-quality reports, briefing papers, policies and strategic advice, and build effective relationships across Council and with external stakeholders.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Manager Child, Families &  
Youth

September 2026

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date