

## POSITION DESCRIPTION AND SELECTION CRITERIA

**POSITION TITLE:** Youth Engagement Officer  
**REPORTING TO:** Youth & Communities Manager  
**LEVEL:** 5  
**LOCATION:** Alice Springs

### OBJECTIVES OF THE POSITION:

Operating under the direction of the Operations Coordinator and the Manager of Youth and Communities (Y&C) and in accordance with Council corporate plans and policies and relevant legislation, this position is responsible for supporting youth predominantly in, but not limited to, the 16-21 year age group. The position will work to improve this youth cohort's engagement with employment services, education and other development pathways available to them across a discrete region with a focus on Yuelamu, Laramba and Ti Tree. The role will include working closely with relevant service providers to develop youth engagement strategies to improve youth participation in the workforce, education, Youth, Sport and Recreation (YSR) programs and other relevant pathways.

### DUTIES AND RESPONSIBILITIES:

- To identify young people aged predominantly in, but not limited to, the 16-21 year age group who are at risk and/or dis-engaged from the workforce, education and/or other development pathways and to establish plans that will link them to a range of developmental pathways and activities
- Work with Community Development Programs (CDP), education providers, Youth, Sport and Recreational (YSR) programs and other relevant services and stakeholders to identify and develop youth engagement strategies
- Act upon these youth engagement strategies in order to improve youth participation and engagement in the workforce, education, YSR programs and identify and develop pathways
- Develop partnerships with other youth and employment service providers in surrounding geographical regions in light of the mobility of young people in remote communities
- Conduct regular travel to remote communities including overnight as well as day trips
- Provide accurate and timely reports upon request from management.
- Carry out any other duty delegated by the Operations Coordinator or Youth and Communities Manager, relevant to the delivery of Youth and Communities programs.
- Ensure that Council WH&S policies and procedures are implemented and adhered to;

## SELECTION CRITERIA

### Essential

- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
- Demonstrated experience in the youth sector displaying knowledge of inclusiveness and sustainability.
- Demonstrated experience in the delivery of community services, with a focus on remote communities.
- Well developed oral and written communication skills including the ability to;
  - Consult and negotiate sensitively and effectively with Aboriginal people,
  - Use computer programs to produce appropriate and effective reports in a timely manner,
  - Liaise effectively with a variety of stakeholders.
- Competent decision making skills and an analytical approach to problem solving.
- Current C Class driver's license and a willingness to travel to remote communities.
- Meets the requirements of the NT Care and Protection of Children Act
- Be prepared to undergo a Federal Police criminal History check.
- Sound knowledge of and empathy for Equal Employment Opportunity principles and Workplace Health and Safety requirements.

### Desirable

- Tertiary qualifications and/or relevant experience.
- Possession of Certificate III or IV in Youth Work will be an advantage.
- Demonstrated experience in working effectively with Indigenous Australians
- Demonstrated experience in working in Culturally and Linguistically diverse environments
- 4WD experience
- First Aid Certificate

The Youth Engagement Officer will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Have a current Working with Children NT Ochre Card or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified. An identified position is one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer



**VISION – TWO WAYS, ONE OUTCOME**  
**(Indigenous and non-indigenous people working together for the best outcomes)**

**INFORMATION FOR APPLICANTS FOR THE POSITION OF  
YOUTH ENGAGEMENT OFFICER**

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Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

**SALARY**

The salary is Level 5 (Salary \$67,077.45 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30<sup>th</sup> June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

**SUPERANNUATION**

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

**ANNUAL LEAVE**

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

**LONG SERVICE LEAVE**

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

**PERSONAL/CARERS' LEAVE**

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
  - A personal illness, or personal injury, affecting the member, or
  - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or

a member of the employee's household.

- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

### **STUDY LEAVE**

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

### **LEAVE WITHOUT PAY**

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

### **HOURS OF WORK**

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

### **CEREMONIAL LEAVE**

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave.

Cultural leave does not accumulate from year to year.

### **PROBATION**

This role will be subject to an initial probationary period of six months.

### **RELOCATION EXPENSES**

The Regional Council's relocation policy which is on the website will apply. The payment of relocation expenses is made on the condition that if for any reason the manager resigns within one year of the appointment date, then they will refund the full amount.