Role Description

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| Regional Youth Support Coordinator | Job Ad Reference |  |
|  | Job Evaluation No. | **18104** | TRIM No. | **13/216398** |
|  | Work Unit | **Various Regions****State Schools Division** |
|  | Location | **Various locations throughout the State** |
|  | Classification | **AO7 Qld Public Service Officers and Other Employees Award - State 2015****36 ¼ hour week** |
|  | Job Type | **Permanent / Temporary / Full-time / Part-time** **Temporary period until XXXX unless otherwise determined** |
|  | Salary Range | **per annum***Plus superannuation contributions of up to 12.75% of your annual salary.* |
|  | Contact Officer |  |
|  | Contact Telephone |  |
|  | Closing Date |  |

## Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state’s employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

* State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
* Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department’s performance framework.
* The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department’s community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.
* Corporate Services Division consists of Information and Technologies Branch, Human Resources Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

For more information about the department, please visit our website at <https://qed.qld.gov.au/>

## Your opportunity

As the Regional Youth Support Coordinator you will:

* Coordinate and facilitate project planning, analysis, integrate project activities and evaluate significant stages of projects for the purpose of ensuring the achievement of strategic objectives.
* Case manage excluded young people to support their continued engagement with education and training.

The Regional Youth Support Coordinator reports to the nominated delegate of the Regional Director. If delivering a direct youth support service the Regional Youth Support Coordinator reports to the Principal of the school in which that service is delivered.

## Your role

As the Regional Youth Support Coordinator you will have responsibility for the following:

* Lead and manage the implementation of the Youth Support Coordinator Initiative across the region.
* Develop and implement a system of professional supervision in collaboration with principals to ensure the youth support services within the schools are appropriate. Youth support practices and personal/career/course counselling may be the focus of that supervision.
* Undertake project planning, analysis, integrate project activities and evaluate the impact of the initiative, including analysis of externally purchased programs and their effectiveness.
* Work with Australian Government programs to ensure alignment with state programs.
* Undertake needs assessment and case coordination as required.
* Initiate, develop, maintain and promote effective multiagency and multidisciplinary networks that coordinate a holistic response to complex educational issues.
* Establish and maintain referral pathways and provide professional supervision for school based youth support coordinators.
* Refer young people to support services other than a Youth Support Coordinator where appropriate.
* Prepare submissions, reports, briefing material and correspondence on the initiative.
* Foster a challenging, equitable, ethical and safe work environment for staff which encourages commitment, skills development and professional growth, and continuous improvement.

## How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. **Supports strategic direction**

Thorough knowledge and understanding of the principles and practices of the youth worker discipline and strategic goals of the relevant initiative as outlined in the ‘Your role’ section.

1. **Achieves results**

Proven ability to provide high level expert advice to senior management and clients and concurrently manage the activities of an educational or organisational initiative for the purpose of achieving desirable outcomes.

1. **Supports productive working relationships**

Demonstrated ability to successfully lead and manage a project team and resources and achieve outcomes within time and cost limitations and to function effectively as a team member.

1. **Displays personal drive and integrity**

Proven skills and ability in project planning, analysis and evaluation and a proven ability to be accountable for the timely review of relevant project plans, reports, commitments and achievement of project objectives.

1. **Communicates with influence**

Possess highly developed communication, interpersonal and negotiation skills, and ability to establish productive relationships with a variety of clientele.

## Additional information

* For temporary positions - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable
* The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/)
* Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
* Travel and overnight absences from base may be required of this position.
* A criminal history check will be initiated on the successful applicant.
* A serious discipline history check may be initiated on the successful applicant.
* A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
* If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
* You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
* Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
* You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
* Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department’s *Standard of Practice* and agree to align their professional conduct to these obligations.
* All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources).  Staff must undertake these tasks in accordance with the department’s information management policies and procedures (for example recordkeeping, privacy, security and email usage).
* You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
* All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit [www.psc.qld.gov.au](http://www.psc.qld.gov.au)
* Additional information is available online at: [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/)

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