



POSITION DESCRIPTION

Position Title	Community & Communication Support Officer (Youth Employment Program – YEP)		
Classification	G	GHCMA Enterprise Agreement	
Division	Office of the CEO		
Position Reports To	Communications and Engagement Advisor		
Employment Type	Fixed term / full time (9 Months)	FTE	1
Location	Hamilton		
Flexibility	The position is based in Hamilton with options to work from home (subject to COVID restrictions) and flexibility of hours. Out-of-hours attendance at meetings/functions will be periodically required. The role may also include travelling alone after hours.		
Target Group	<p>Young people between the ages of 17 and 29 and unemployed (or working less than 12 hours per week on average) at time of application.</p> <p>Applications are particularly encouraged from women, Aboriginal and Torres Strait Islanders, people with English as a second language, and people with disabilities.</p>		

Organisational Context

The Glenelg Hopkins Catchment Management Authority (CMA) was established in 1997 to effectively and efficiently deliver land, water and biodiversity programs that protect and enhance landscapes as well as support thriving communities.

We connect individuals and interest groups who live on, work with, and enjoy our land and waterways with reliable information, valuable opportunities, and inspirational motivation so that the community is informed, empowered, and enabled to create a sustainable South West Victoria.

Our organisation is committed to our three key values of 'Pro-active, Professional and Innovative' that underpin our workplace culture.

There are three program areas within the GHCMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO office which manages the relationship with the Board and provides cross organisational support relating to the involvement and reputation of the CMA.

Position Purpose

The Youth Employment Program (YEP) is designed to employ unemployed young people (between the ages of 17 – 29 at time of application) to provide them with the opportunity of real-life experience, learning opportunities and mentoring within their chosen field, whilst also providing increased resources to our teams as the community recovers from the economic impact of the COVID 19 pandemic.

The Youth Employment Program Communications Support officer will provide administration support within the communications area of the organisation.



Stakeholder Relationships

Direct Reports:	0	Indirect Reports:	0
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Internal	External
GHCMA staff and management	Other CMAs Dept. Environment, Land, Water & Planning staff Relevant local, state and federal government departments and agencies Community groups Wider community and landholders

Key Responsibilities

Key Result Area	Key Position Accountabilities
Communications & office support	Provision of communications activities in accordance with organisational standards and task requirements. Provision of records management and general office support.
Communications activities	Provision of administrative and data processing support including: <ul style="list-style-type: none"> • Website development, updating of content, writing content. • Development of communications outputs (online and printed) including writing text and some graphic design • Gathering information and photographs (some travel may be required) from the field. • Liaising with staff and project partners (internal and external) Other duties as directed by the manager.
Program participation	Participate in the Youth Employment Program requirements working with allocated buddy and line manager to gain solid experience for future employment. Undertake mandatory training and induction, and participate in monthly check ins with DELWP (via email, survey monkey, online virtual catchups or the like).



Organisational Requirements

Area	Requirements
Risk	<p>Employees of Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> • Taking all reasonable and practicable steps to implement efficient systems and procedures • Contributing to the continued improvement of the CMA's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures • Maintaining adequate records to demonstrate the management of risk.
Occupational Health & Safety (OHS)	<p>Employees and contractors of Glenelg Hopkins CMA are required to:</p> <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers • Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff • Co-operate in achieving a safe and healthy workplace • Wear and/or use all necessary protective clothing and equipment (PPE) in order to protect the health and safety of themselves and fellow workers • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance or without specific licences and certifications • Set a personal example • Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to OHS requirements and standards.
Record Keeping	<p>Responsible for ensuring all record keeping activities under your control have been identified, created, and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.</p>
Limits of Authority	<p>Authority is limited to and in accordance with the current Instrument of Delegation.</p>
Organisational Accountabilities and Responsibilities	<p>The Glenelg Hopkins CMA is committed to the health, safety and wellbeing of all staff and as such will comply with all relevant statutory requirements. It is a condition of employment with the CMA that all employees comply with organisational Values, the Victorian Public Sector Code of Conduct and policies and procedures (as updated and amended from time to time).</p>



Skills, Knowledge and Experience required to undertake the Role

- Practical experience demonstrating attention to detail and ability to undertake tasks accurately and efficiently
- Interest in or previous experience in the development of website content, communication materials and graphic design
- Demonstrated interpersonal skills including an ability to liaise with a range of stakeholders
- Good verbal and written communication skills
- An interest or skills in photography or filmography would be advantageous, but not essential
- Ability to operate and effectively use electronic phone systems and database systems
- Ability to use the Microsoft Office 365 suite and other software packages
- Current Victorian Driver's Licence (Manual) and Victorian Working With Children Check (WWCC) (WWCC can be obtained prior to appointment)
- Completion of a self-assessment pre-employment medical declaration will be required.

Position Certification

My signature below confirms that I understand and agree to undertake the inherent requirements of the position as outlined above.

Employee Name

Employee Signature

Date:

Manager Name

Manager Signature

Date:

Office use only

Position Reason	<u>New position</u> Replacement Position Other	Position Re-designed Position updated	
Approved by:	CEO	Date:	16/07/2021