

ROLE DESCRIPTION
June 2022

Title & Reporting Relationships

Position Title: Youth Coordinator, Connected Communities Team
Part-time, Fixed Term

Grade: SP 9

Reports to: Manager, Connected Communities

Direct Reports: Nil

Purpose of the Group and Position: **The People and Partnerships Group** is made up of: Connected Communities; Governance and Legal Services; Communications and Engagement; Iwi Partnerships and Customer Engagement.

The Youth Coordinator role is part of the Connected Communities team and supports the Kāpiti Coast Youth Council by providing support and coordination to ensure the Youth Council is an effective group for youth participation in decision making.

Indirect Reports: Nil

Internal Contacts:

- Members of the Connected Communities Team
- Members of the People and Partnerships Group
- Staff from other Council teams
- Elected Members

External Contacts:

- Kāpiti Coast Youth Council members
- Local kura kaupapa, wharekura and colleges
- Local community and business organisations
- Funding agencies & trusts
- Other Local Authorities
- Council partners including Te Whakaminenga o Kāpiti, Older Person's Council, Accessibility Advisory Group and Zeal Kapiti.

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

Functional Key Results

- Provide administrative support to the Youth Council for regular meetings, activities, events and forums they are involved with.
- Establish and maintain files and documentation in an appropriate and accountable manner.
- Support the Youth Action Plan and Youth-led project sub-committees.
- Provide administration tasks associated with the Council's Youth Development Grant schemes.
- Maintain regular communication with the Youth Council and support and monitor their communication channels including the Council's website and social media.
- Facilitate youth participation in decision making processes in all Youth Council business, through the coordination of Youth Council meetings.
- Assist in the recruitment of the Youth Council.
- Coordinate orientation for new Youth Council members.
- Support the Youth Council to liaise with other agencies and stakeholders when relevant.
- Promote the Youth Council as an effective youth participation method to external and internal stakeholders.
- Provide event management and project management coordination when needed.

Legislative Compliance

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

Project Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.
- Maintain confidentiality at all times.

Teamwork

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute positively and effectively to the operation of the Group and the team.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behaviour consistent with the established values of the Council.
- Exhibit behaviours consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- Reporting any risks and/or hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge, and Experience

- Good knowledge of youth culture and youth needs.
- Developing understanding of youth development and youth participation.
- Group facilitation and project coordination skills.

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organization;
- Good written and oral communication skills.
- Organisational time management and planning skills.
- Good understanding and commitment to modeling safe practice.
- Self motivation and the ability to work with a minimum of supervision.
- Knowledge of tikanga Māori; awareness of Māori perspectives and of issues relevant to Māori.
- A flexible approach to work including a willingness to work some evenings and weekends to accommodate activities.
- Familiarity with and a good level of application of Microsoft tools.
- Holder of a current and valid NZ Drivers' licence with no restrictions.

OTHER INFORMATION

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate).

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

Chief Executive Date