

Position description

Temporary Y Drive Development Officers

Position code:	TYDRIDEV and TYDRIDEV2 (PT)
Division:	Community Development and Participation
Location:	Moruya Administration Offices
Band/Grade:	Administrative / Technical / Trades Band 2 Level 2 – Grade 10

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide high-quality community development and administrative support to ensure the Y Drive program meets the project aims and objectives.

Main duties and key result areas (KRA):

1. Support the coordination of the Y Drive program activities including running high-quality school and community based activities, which work towards achieving project targets.

KRA: Project is run effectively and activities reflect best practice in working with disadvantaged and culturally and linguistically diverse people with due regard to risk minimisation and alignment with Councils Operational Plans and the terms and conditions of the Y Drive funding deed.

2. Supervise and support casual staff, volunteers and others that participate in the Y Drive program.

KRA: Evidence of staff and volunteers being well supported and supervised appropriately.

KRA: All training and intake requirements implemented, filed and reviewed to required standard.

3. Support the development of work plans and collect and collate information for project evaluation and reporting in consultation with the Y Drive Project Officer and the steering committee for continuous quality improvement.

KRA: Evidence of staff contribution and initiative and a high level of consultation in regards to development of work plans, evaluation and reporting.

KRA: Data collation and input enables reporting deadlines to be met.

4. Support the preparation of reports for management as required by Council and funding bodies.

KRA: Satisfactory reporting and communication practices.

5. Ensure Eurobodalla Shire Council policies and procedures are adhered to and make recommendations as required.

KRA: Satisfactory contribution and adherence to policy and procedures that support the Y Drive program. Y Drive vehicles regularly serviced and maintained.

6. Work collaboratively with local services and groups to provide a high-quality program.

KRA: Demonstrated levels of collaboration and satisfaction.

7. Within area of responsibility, ensure the application of EEO and Diversity principles, and the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

Qualifications/experience (selection criteria)

Essential

1. Diploma or Certificate level qualifications in a relevant profession and/or considerable equivalent experience.
2. Evidence of an ability to develop and maintain strong relationships when working with people from minority groups, including young people aged 16-24 years and people from culturally and linguistically diverse backgrounds.
3. Experience with supervision of staff or volunteers to build a harmonious team environment.
4. Experience in running and planning a range of high-quality projects for minority groups, and culturally and linguistically diverse communities.
5. Experience using Microsoft Office programs particularly Word, Power Applications and Outlook.
6. Well-developed networking and communication skills (verbal and written), along with demonstrated conflict resolution and negotiation skills.

Desirable

1. Knowledge of the graduated licensing scheme and requirements.
2. Up to date knowledge of NSW Road Rules and Regulations.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver Licence.
2. Current First Aid Certificate.

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

A verified clearance as a result of a Working with Children Check is a requirement for this position as well as a satisfactory outcome as a result of a National Criminal History Record Check.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Temporary Y Drive Project Officer
Date:	September 2026

Position Description:
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Conditions of employment

Position title:	Temporary Y Drive Development Officers
Grading:	Grade 10 of Council's salary system
Salary range:	In the range of \$45.27 to \$49.70 gross per hour comprising: • \$40.42 to \$44.38 base salary • \$4.85 to \$5.33 superannuation (calculated at 12% of the base salary)
Award:	Local Government (State) Award 2026
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Duration:	These are temporary roles until Wednesday 30 June 2027 to perform the duties associated with an externally funded position. There is no implication or guarantee of ongoing work beyond that date.
Hours of work for full-time role:	Full time, 70 hours per fortnight. Office hours are: 8:30am to 4:30pm Monday to Friday Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Hours of work for part-time role:	Part time, 56 hours per fortnight. Office hours are: 8:30am to 4:30pm Monday to Friday *Days of the week can be negotiated by the successful candidate. Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Dr Mackay Centre in Moruya, (Page Street and may be required to work at various locations across the Shire.
Leave entitlements for full-time staff:	4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year. Upon commencement, employees on a fixed term contract are credited one week sick leave and an additional one week after each six months of service. One week of My Leave will also be credited, with an additional week provided on each anniversary of appointment.
Leave entitlements for part-time staff:	Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks Annual Leave per full year of service, 2 weeks of Sick Leave and 1 week of My Leave.

Organisation chart

