

Victoria Daly
REGIONAL COUNCIL
ABN: 669 316 753 19

Remote Jobs and Communities Program Activities

Coordinator / Mentor

Community Based

RJCP

Position No:	3265
Classification Level:	Level 5
Permanent / Temporary / Casual / Contract:	Contract
Reports to:	Executive Manager Community Operations

Organisational Environment

The Victoria Daly Regional Council was formed in 2008 as part of the Local Government reforms in the Northern Territory. The Council encompasses a large geographical area which comprises of five indigenous communities and surrounding outstations. Council Service Centre's are located in Kalkarindji, Yarralin, Timber Creek, Pine Creek, Nauiyu.

The Victoria Daly Regional Council strives to be a recognised and respected leader in Local Government by forming strong partnerships within our communities and advocating for regional and local issues. We believe that maximising service effectiveness and linking people with information will help us to deliver quality services in this beautiful region. We are passionate about creating a sustainable future for the people of the Council and the generations to come.

The Remote Jobs and Communities Program (RJCP) is the Australian Government's approach to providing employment services and participation activities and associated community engagement in remote Australia. The RJCP commenced on 1 July 2013.

The RJCP aims to achieve personal, social and economic development through active participation, jobs and strong communities in remote Australia.

RJCP is based on community ownership and involvement; it encourages and promotes collaborative, community-driven approaches to conducting employment and participation activities.

Personal Attributes

As a senior member of the Victoria Daly Regional Council it is expected that

- You lead and develop staff through a positive approach ensuring to display appropriate ethical behaviors, honesty and discretion at all times.
- You use an effective approach to managing staff, demonstrating an appropriate balance between empowerment, support and assertiveness.
- You are an effective leader, with the vision and presentational skills to motivate and empower your areas of management to achieve and maintain a high performance culture.
- Your commitment to moving the Council forward is portrayed through your high level of performance, quality of work and your attention to detail.
- You are able to work effectively in a political environment, building effective relationships with elected members and be able to demonstrate political sensitivity.

Summary of Position

The RJCP Activities Coordinator is an integral part of the case management team delivering RJCP in the remote region. The RJCP Activities Coordinator provides critical additional support to participants, employers and other service providers. The RJCP Activities Coordinator provides this support through one-on-one mentoring linked to pre-vocational programs, training, reverse marketing to employers and post-placement programs and engagement in approved training and employment activities.

The Key Performance Indicators (KPIs) of the RJCP Activities Coordinator will be agreed as part of each Mentor's Staff Performance Plan and will be dependent on the RJCP Activities Coordinator work location and experience.

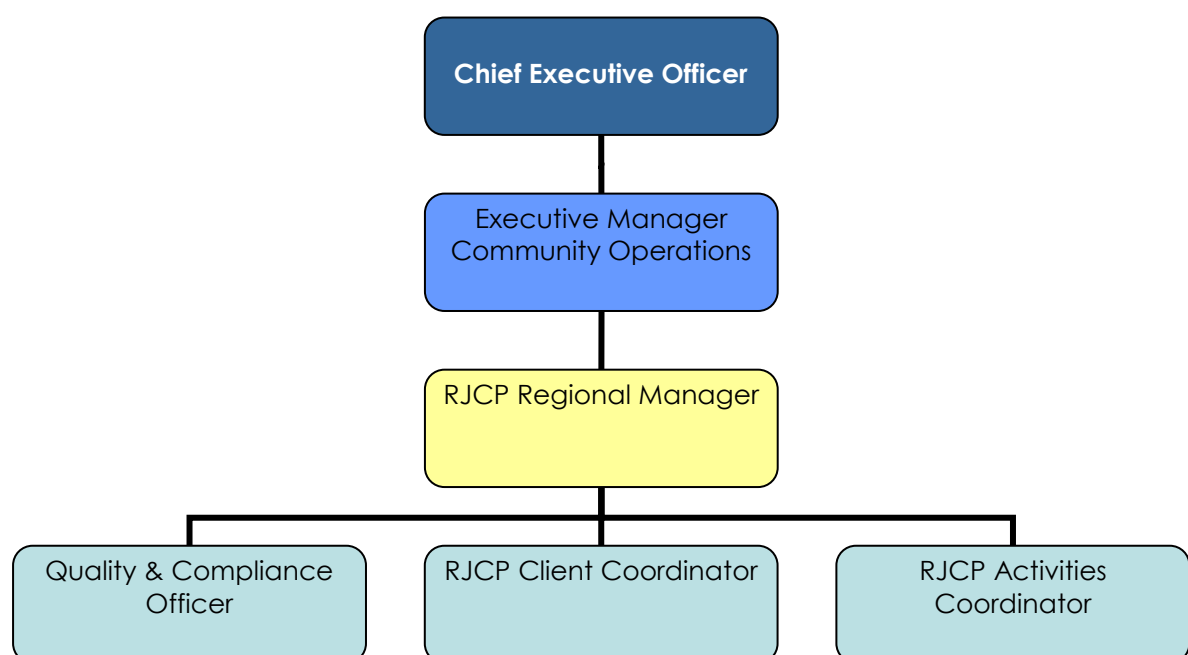
The KPIs of RJCP Activities Coordinator will be aligned with the DEEWR RJCP performance management framework and the RJCP Regional Operational Plan for Victoria River region (available as separate documents).

The DEEWR performance management framework will include KPIs relating to 'Performance'; 'Compliance'; and 'Quality'.

Position Liaises with

Internal	External
All Directors	Government Representatives
Executive Managers	Local Government Association of the Northern Territory (LGANT) staff
Council Service Managers	Organisational Representatives
Program Managers	Sub Contractors & Suppliers
Program Team Leaders	Community Organisation Representatives
Council Staff	Community Members

Organisational Relationship



Specific Duties

Support and Mentor Employment and Participation Activities

Work collaboratively with the case management team to mentor, support and encourage jobseekers, including those with multiple barriers to:

- Commence and engage in foundation skills, pre-vocational and work-skills training to enable them to improve their employability and contribute meaningfully to the community;
- Create an awareness of their barriers and commit to actioning barriers;
- Develop and periodically update their Personal Participation Plan (PPP);
- Complete an assessment once activities have been completed or where the job seeker experiences a significant change in circumstances;
- Understand and address a participation barrier or failure that may result in suspensions or other sanctions;
- Supervise approved training activities, employment and projects.

Engagement with Employers/Education Providers

Work collaboratively with RJCP Regional Manager and case management team to:

- Provide assistance and support to employers;
- Provide assistance and support to job seekers to address issues which are likely to impact on the job seeker's ability to continue in work experience, employment or education placement;
- Liaise with service providers and relevant referral agencies re jobseeker referral, commencement and progress;
- Provide advocacy services on behalf of jobseekers with other service providers in addressing barriers to participation;
- Undertake site visits on jobseeker commencement into employment introducing PPS services and requirements for jobseeker, employer and RJCP provider;
- Liaise with employers and education providers to collaboratively resolve conflict under the instruction and guidance of RJCP management.

Reporting and Time Management

- The Activities Coordinator will be required to complete reports to record the work undertaken with jobseekers, education providers and employers
- The Activities Coordinator will be required to ensure all appointments are completed in a timely manner.
- Ensure that the resources of the council are effectively deployed.
- Carry out any other duties as directed by the CEO.

Selection Criteria

Essential

1. Experience developing relations with local employers and stakeholders.
2. Ability to motivate and inspire participants to achieve their participation and employment goals.
3. Understanding of the barriers faced by jobseekers in remote Australia and the ability to develop effective strategies to address these barriers.
4. Ability to work with Indigenous people with complex needs.
5. Ability to operate in partnership with other service providers in order to assist participants
6. Cultural awareness and sensitivity coupled with the ability to educate others
7. Previous experience working in indigenous organisations/remote communities.

8. An understanding of contemporary industrial relations matters including Equal Employment Opportunity, Occupational Health and Safety principles, with a commitment to their application.
9. A current driver's licence.

Desirable

1. Possess intermediate computer skills.
2. Strong networks in the RJCP region.
3. A qualification or training in mentoring or other related area.

Key Performance Measures

Reliable conduct and behaviour

- Code of Conduct maintained, on time, reliable attendance
- Modelled high standard of behaviour and work effort for others to follow
- Deadlines and timelines met, exceptions reported to Executive Manager Community Operations in advance
- Safe work practices developed and followed

Work Quality

To satisfy the ever-changing needs of our communities, funders, relevant stakeholders and employees, with value added direct management emphasising a continuous commitment to satisfaction through an ongoing process of education, communication, evaluation and constant improvement

Team Leadership and Relationships

- Ensure compliance with the Regional Plan, relevant legislation and building codes
- Provide professional project management advice
- Timely, accurate and reliable reporting
- Expenditure within budget
- Effective working relationships within team and Council and with community and external agencies; conflicts managed constructively

Problem Solving

- Knowledge of systems and standards used to develop work plans and efficient processes
- Potential problems drawn to the attention of RJCP Regional Manager and solutions proposed
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand

Commitment and Pride in Work

- Employee skills and knowledge continually upgraded through active on the job coaching and off the job training
- High standards of work quality and behaviour by team earned respect in community and within VDRC

Approval

This appointment is a full time permanent position and the appointed applicant will be required to undergo a Police check and hold a Working with Children's Card. The position

holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Stuart Duncan – Chief Executive Officer

Created:	May 2013
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Updated:	13 November 2013