

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	CDP Regional Manager	Designation & Classification Level	Manager Contract
Position No		Directorate	Commercial Services
Division	Community Development Programme	Date Created	27/08/2013
Location	Katherine	Date Approved	06/06/2018
Reports To	Director Commercial Services	Version Date	06/06/2018
2. POSITION CONTEXT			
Council Overview	<p>Roper Gulf Regional Council is one of 18 Local Governments in the Northern Territory, encompassing 11 communities and twenty outstations spread out over an area of approximately 186,000 square kilometres.</p> <p>The Council's primary purpose is to act as an advocate for its constituency of more than 7000 people, many of whom have a strong indigenous heritage and continue to maintain the indigenous culture and way of life. Roper Gulf Regional Council is paving the way towards sustainable social, cultural, economic and environmental development, providing employment opportunities to approximately 380 staff, who live and work across the region, and are co-ordinated from the Katherine-based operational hub.</p> <p>One of the key drivers of the Council is to improve the quality of life in, and liveability of the region, with the vision of making it sustainable, vibrant and viable for those who call Roper Gulf home.</p>		
Principal Objectives	<p>Manage the Community Development Programme (CDP) contract.</p> <p>Support jobseekers to identify individual goals for job plans that lead to positive personal and professional development and encourage community participation to enable long-term employability.</p>		
Major Role and Challenges	<p>The major role is implementing and managing a financially sustainable delivery model for the Community Development Programme (CDP) to ensure contractual compliance and quality outcomes on community for all stakeholders.</p> <p>The geography of the region poses many challenges to equitable distribution of services. The Regional Manager must ensure all jobseekers have access to a consistent level of service and opportunities which enable them to build their capacity and exercise their potential to enjoy fulfilling and meaningful activities and career prospects.</p> <p>Another challenge is leading a diverse staffing arrangement over the region to ensure quality services are provided as well as significant community consultation to ensure the programme is meeting job seeker requirements at the same time as achieving community goals.</p>		
Key Interactions/ Relationships	<ul style="list-style-type: none">• Chief Executive Officer• Director Commercial Services• Area Managers and Council Service Coordinators• Council Staff• Local Authorities and Councillors	<ul style="list-style-type: none">• Subcontractors (to the CDP contract)• Employers in the region• Australian and Territory Government Personnel• Registered Training Organisations (RTOs)• Government Engagement Coordinators (GECs)• Indigenous Engagement Officers (IEOs)• Local Aboriginal Corporations	
Special Conditions	<ul style="list-style-type: none">• An incumbent may be required to drive considerable distances in the course of their duties and must possess a current Class C Drivers Licence with a manual driving capacity.• Some out of hours work, and occasional travel to remote communities necessitating overnight absences may be required.• Appointment will be to a specific and depending on organisational needs. The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis.		

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	<p>Essential</p> <ul style="list-style-type: none">• Prior to employment with Roper Gulf Regional Council you must obtain the following;<ul style="list-style-type: none">- Undertake a new criminal history check at commencement of employment with RGRC.- At commencement of employment hold a current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing.- Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).• It is a condition of employment with Roper Gulf Regional Council that you must;<ul style="list-style-type: none">- Update Criminal History Check annually as required through out period of employment through the HR Department.• Renew your ochre card clearance every two years through the HR Department.
Authority to Act / Delegations	<ul style="list-style-type: none">• Financial Delegations – As per the RGRC Delegations Manual
Organisational Responsibilities	<div><div><div>Directorate of Commercial Services Organisational Structure 2016 - 2017</div><div><div>Director Commercial Services L9 76hrs 280</div><div><div><div>Community Development Program Regional Manager CDP L9 76hrs 313</div><div>Contracts Contracts Manager L7 76hrs 240</div><div>Workshop Workshop Supervisor L6 76hrs 275</div></div></div></div></div></div>
3. KEY RESPONSIBILITIES	
Contract Management	<ul style="list-style-type: none">• Manage the Community Development Programme contract.• Establish and maintain positive and effective working relationships with Australian Government personnel and the contract management team.• Establish and monitor key performance indicators for each operational site.• Ensure contractual compliance.• Monitor and manage subcontractor performance.• Achieve key performance indicators outlined in the funding agreement.• Investigate complaints and take appropriate remedial action.
Financial Management	<ul style="list-style-type: none">• Approve expenditure within delegation limits.• Conduct monthly analysis of income and expenditure.• Develop the annual budget for the CDP contract.• Conduct quarterly budget reviews.• Set and achieve targets that are consistent with achieving projected income and expenditure to sustain a financially viable contract.• Review financial performance indicators at least monthly.

Workforce Development	<ul style="list-style-type: none"> • Actively manage the workforce employed in delivering the CDP contract. • Set targets for individuals that achieve contractual outcomes and obligations. • Establish individual development and training plans for each staff member. • Oversee performance management and appraisal processes. • Ensure staff have the opportunity to participate in regular staff meetings.
Planning & Reporting	<ul style="list-style-type: none"> • Submit reports to agendas for managers meetings and ordinary council meetings. • Submit localised CDP updates to Local Authority agendas. • Submit reports to the Australian Government as required in accordance with the performance management framework. • Manage the development and implementation of activity plans, budgets and standard operating procedures. • Contribute to the achievement of objectives outlined in Council's strategic plans and regional plans.
Community Development	<ul style="list-style-type: none"> • In accordance with Council's Regional Plan and other relevant plans consulted with communities, oversee CDP jobseeker activities which contribute to personal, professional and community development. • Establish host agreements with community stakeholders.
Workplace Health & Safety	<p>In accordance with the requirements of the Work Health and Safety (National Uniform Legislation) Act 2012:</p> <ul style="list-style-type: none"> • Acquire and keep up-to-date knowledge of WHS matters. • Gain an understanding of the nature of the operations of the Council and generally of the hazards and risks associated with those operations. • Ensure that the Council has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking. • Consider safety as a factor in all budget decisions and be able to ensure that safety and welfare of workers is not compromised. • Proactively raise WHS issues at management level meetings and ensure WHS matters are considered at regular staff meetings. • Ensure that all workers (including contractors, sub-contractors and labour hire employees) are made aware of and make use of hazard and incident reporting systems. • Ensure key hazards are appropriately managed through engineering/structural controls, administrative measures etc. • Ensure that all staff participate in work, health and safety training relevant to their roles. • Ensure staff are issued with protective equipment (where required), uniforms, and equipment which is fit for purpose.

4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE			
SELECTION CRITERIA			
Essential	<ul style="list-style-type: none"> • Demonstrated experience in successful management of multi-million dollar contracts or projects. • Demonstrated ability to interpret and implement policies and legislative requirements into operations to achieve KPIs. • Demonstrated ability to plan at a strategic level to coordinate a range of activities across a number of teams. • Demonstrated work organisational skills to develop, manage, motivate and control work teams.to achieve contractual and organisational goals and objectives. • Demonstrated expertise, research skills and innovation to resolve complex and multi-faceted problems. • Excellent oral communication skills with the ability to mediate and negotiate issues between parties to effectively resolve major conflicts and problems. • Demonstrated ability to write complex non-standard correspondence, reports, submissions and proposals that require original content. Well developed word processing and computer application skills. • Demonstrated ability to communicate effectively and sensitively with Indigenous people. • Demonstrated experience or awareness of issues affecting people in remote Indigenous communities. • Demonstrated ability to provide effective leadership in a cross-cultural environment. • Demonstrated knowledge and competence to be a safety leader and maintain a safe workplace. • Tertiary qualifications relevant to the role, or equivalent experience. • Minimum of 5 years experience in a relevant management role and/or employment services. 		
5. ACKNOWLEDGEMENT			
Delegate / Director / Manager		Date:	Signature:
Employee Name		Date:	Signature: