

Project Manager - Future Sustainability Education

Alice Springs with significant travel to APY Lands, Yalata and Oak Valley



Qualified and/or Experienced Aboriginal and Torres Strait Islander People are Strongly Encouraged to Apply.

- SCHADS Award Level 7 plus super, remote salary sacrifice options
- Six weeks annual leave plus 5 days mandated breaks
- Support for relocation
- \$500 annual wellbeing payment (not cumulative) per annum
- COVID-19 flexible working arrangements may initially apply
- Contract to 31 December 2022.

Organisation Profile

MoneyMob Talkabout is a not-for-profit organisation providing a range of programs in the APY Lands in northern South Australia. We have offices in the communities of Ernabella (Pukatja) and Mimili, and provide outreach services to other APY communities. Please see our website for further details

www.moneymob.org.au MoneyMob is committed to Indigenous employment and a culturally competent workplace. We encourage qualified Aboriginal and Torres Strait Islander applicants to apply for all levels of roles.

MoneyMob Talkabout History & Overview

MoneyMob Talkabout receives funding from a variety of different sources: the Department of Social Services (Commonwealth), the Department of Human Services (Commonwealth), the Department of Human Services (SA), the Department of Planning, Transport and Infrastructure (SA) and Good Shepherd Microfinance.

MMT began as a touring financial literacy program in regional and remote Northern Territory and WA communities in mid 2010, engaging communities and connecting people to other financial support programs such as money management and financial counselling. Since 2012, MoneyMob Talkabout has run an integrated financial wellbeing service in the APY Lands, which includes services such as financial counselling, capability, no-interest loans, licensing and registration and Centrelink agency.

We also run the Mimili Family Wellbeing Centre, under subcontract from the Department of Human Services SA.

Vision, Values and Philosophy

Our vision is that 'Aboriginal people and communities are empowered to achieve economic wellbeing and self-determination'.

Our focus is 'Aboriginal people are equal partners in and co-creators of our practice. We advocate, influence, deliver services, build and share knowledge to tackle inequality'.

Our values guide all aspects of our work including our service delivery, advocacy, governance and management. They are:

Courage: We are committed to advocating strongly for change and confronting injustices.

Empowerment: We work to support Aboriginal and Torres Strait Islander people to exercise their agency in their ongoing struggle for autonomy, rights, opportunities and recognition of the inherent value of their culture and communities.

Integrity: Honesty, openness, accountability, fairness and inclusiveness must be at the core of everything we do and are.

Insight: We take reasoned action grounded in our organisational knowledge, evidence and ethics; the



wisdom of the people, organisations and communities working alongside us; current thinking and research about what works nationally and internationally.

Innovation: We are an enterprising and agile organisation, motivated to continually improve, adapt and develop inventive solutions that create value and are valued by people.

The MoneyMob Talkabout program takes a strong community development approach; to the extent possible, we prioritise local employment. Our primary task is to assist people to achieve independence in their financial management so they do not become reliant on an outside service provider for their livelihood. We recognise people's diverse strengths and inherent dignity as human beings. We also emphasise two-way learning, where our staff (are expected to) learn as much from community as community learns from them. All non-local staff are expected to make efforts to acquire local language skills.

For our non-local staff, it is important that we maintain a critical awareness of our position of power with relation to Aboriginal communities. We come from the dominant colonising culture, and we are bringing cultural ideas and practices that are still relatively new – and in some cases unwelcome - overlay on Aboriginal culture. There are also power imbalances within the community, and we need to be alert to these when working with clients to ensure that we are not unwittingly making their situation worse.

Geographic Context

The APY Lands cover an area in excess of 100,000 square kilometres from the Stuart Highway to the Western Australian border. The APY Lands are extremely remote, with the nearest major town being five to six hours away in Alice Springs. The resident population is estimated to be 2,500 people spread across a number of communities and homelands. The population is very young in comparison with the Australian average, and is recognised as having high levels of socio-economic disadvantage.

Social Context

Community members are collectively known as Anangu, and may have family links into the Ngaanyatjatjara Lands in Western Australia, as well as Coober Pedy, Port Augusta, Adelaide and Alice Springs. Predominant languages spoken are Pitjantjatjara and Yankunytjatjara, as well as varying levels of English.

Aboriginal people have a short history with money. During this time they have survived the days of missions and being paid in rations, stolen wages and being treated as though they are incapable of learning about and managing money. They regularly contend with scammers, unethical traders and practices in their communities and interactions with the broader society. They experience disproportionate rates of penalties for non-compliance with Centrelink rules. They lack access to basic financial services such as banking. They are some of the most economically disadvantaged and financially excluded people in Australia, and this contributes to high rates of chronic health and other social problems. Yet they continue to survive, celebrate and practice language and culture.

MoneyMob is a busy service. We work in a high-pressure, high volume and unpredictable environment where client numbers can vary and clients can sometimes be angry or aggressive for a variety of reasons. Clients generally do not adhere to structured appointment times or rigid case management frameworks, but rather will drop in according to their own imperatives.

Staff need to have keen observational skills and sensitivity to discern what is going on for Anangu. This will ensure that positive relationships and trust are developed which in turn will encourage engagement with us and our work.

MoneyMob also understands the difficult conditions that staff work under and provides extra leave, wellbeing benefits and external supervision to support the staff in their work.

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Position Overview

In April 2020 MoneyMob was chosen by the SA Government as the successful tenderer to deliver The Future Sustainability and Education project - a project to provide energy education and support to Anangu Communities in Yalata, Oak Valley and the APY Lands. These communities are currently not charged for electricity supply, and the SA government intends to introduce charging from 2021. MoneyMob will sub-contract Uniting Communities SA to help us deliver the project, as well as Iwiri to assist in developing educational materials.

The Remote Area Energy Supply (RAES) Team, within the SA Department of Energy and Minerals, is the department with responsibility for implementing charging. Electricity will be supplied at a discounted rate, through one energy supplier. RAES will coordinate installation of smart meters to all affected properties. One of the aims of the project is to reduce the demand on existing electricity generation infrastructure which is struggling to meet current community demand for supply. It is hoped a reduction would improve the reliability of power supply to communities, which currently experiences intermittent outages during peak usage periods. This will also prolong the life of the infrastructure, which in turn may free up resources to support the development of renewable energy sources in future.

RAES wishes Anangu to be supported throughout this process with high quality education about energy generation and supply, charging, usage, payment options and efficiency. The education is to be provided house to house in Yalata, Oak Valley and the APY Lands by Anangu energy efficiency workers who will be trained and supported by MMT's project team. It is likely that MMT will employ the majority of the Energy Efficiency workers directly (although if another logical intermediary body presents itself this could also be considered, pending budget and fit with deliverables).

This is a high profile, high expectation project. The Project Manager role is a senior role within the organisation, and will oversee all aspects of the project. The Project Manager will lead a new small team responsible for project delivery. The team will comprise the Project Manager, two trainer/mentors and a project support officer. The Project Manager will be responsible for managing a complex project budget, sub-contractors, ensuring deliverables occur on a tight timeframe, stakeholder liaison and communications, recruiting and supervising other team members. The Project Manager will provide oversight, support and direction to the trainer/mentors, who will have primary responsibility for recruiting, supporting and retaining the Anangu education workers.

MoneyMob's financial counselling and capability services will provide a secondary layer of support to the project, to assist people to manage payment within their budget and deal with any debt issues affecting them. The aim is that payment and debt issues will be identified wherever possible in the first instance by the Anangu energy efficiency educators, through their conversations in the communities. RAES also wishes to explore the possibility of a school-based energy education program

Position Objectives

- Plan, implement and manage project, staff and subcontractors to ensure performance and on time delivery
- Oversee development of high quality, culturally appropriate project education and support materials
- Develop systems, policies, processes to support project governance and delivery
- Monitor and review project budget
- Stakeholder liaison, communication and management
- Negotiation and advocacy with government in relation to systemic issues arising as a result of the project - e.g. availability of energy efficiency appliances; housing issues which impact energy efficiency



Position Adaptation for COVID-19 restrictions in NT and APY Lands

COVID-19 restrictions on travel both into and within the NT and the APY Lands may require adaptation of this role for as long as COVID-19-related restrictions are in place. The APY Lands is a designated bio-security area which falls under federal legislation, and has separate restrictions in place to those imposed at state level. As a result, the successful candidate may be required to adapt to such restrictions as are in place at commencement, or which arise from time to time. These may include periods of isolation or quarantine, working from home or other adjustments necessary depending on the circumstances. Flexibility and cooperation between MoneyMob Talkabout and the successful candidate will be required during this period.

Appendix A: Position Description

Position Title	Project Manager - Future Sustainability and Education
Position type and location	Full time fixed term contract. 38 hours per week. Contract to 31 December 2022, with the possibility of extension subject to funding. Based in Alice Springs with Substantial Remote Travel into APY Lands, Yalata and Oak Valley
Salary and Conditions	\$95-99k per annum (includes leave loading) plus 9.5% superannuation Remote area salary packaging 6 weeks annual leave per annum 5 days additional "mini-break" non-accrued leave. Some support towards relocation costs if required \$500 wellbeing payment per annum External supervision
Reporting and Working Relationships	This position: <ul style="list-style-type: none"> • Reports directly to the Managing Director • Works closely and regularly communicates with the SA Government RAES Project Manager • Manages project team • Works with other MMT colleagues • Manages and works with sub-contractors and consultants • Works closely with other government and not-for-profit stakeholders and community members
Special Work Requirements	<ul style="list-style-type: none"> • Willing and able to undertake extensive remote travel and spend lengthy periods away from home in hotel and community based accommodation • Ability to drive 4WD alone covering long distances on poor roads, do basic maintenance as required - e.g. change a flat tyre or fix a puncture • Unrestricted driver's license and able to drive a manual vehicle • Ability to obtain and maintain Working With Children and relevant criminal history checks and a pre-employment medical assessment • Have and maintain current APY Lands, Yalata, Oak Valley and/or other relevant remote community Entry Permit at all times
Personal Attributes	<ul style="list-style-type: none"> • High level of initiative - pro-actively able to identify potential risks and solutions to project issues • Resilient, calm - able to cope with consistent pressure, high level workload, unpredictable and challenging environment • Flexible - acceptance and recognition that a role of this nature will encounter challenges and hurdles • Possess effective personal strategies to cope with remote intercultural work including: <ul style="list-style-type: none"> ▪ Loneliness, distance from family/social supports ▪ Maintaining an appropriate level of vigilance for personal safety and health at work ▪ Ability to cope with environmental challenges such as dust, dirt, animals and children in offices ▪ Lack of access to amenities available in larger towns and cities • Understand the impact of trauma on Aboriginal communities and hold an awareness of social, political and historical factors which contribute

	<p>to this.</p> <ul style="list-style-type: none"> • Interact with people in an empathetic, non-judgmental manner
Key Responsibilities	<ol style="list-style-type: none"> 1. Project Planning, Implementation, Management and Reporting 2. Project financial management and acquittal 3. Subcontractor management 4. Staff recruitment, leadership, development and supervision 5. Stakeholder communications and management 6. Advocacy
Key Tasks	<p>Project Planning, Implementation, Management and Reporting</p> <ol style="list-style-type: none"> 1. Develop, oversee, maintain and distribute project management documentation including detailed gantt charts, progress reports, evaluations 2. Use project management software to ensure that project monitoring is current and kept up to date 3. Ensure regular progress reports are received from sub-contractors, to be included in MMT reports to funding body. 4. Manage development and production of community and school focussed energy efficiency education materials <p>Project financial management and acquittal</p> <ol style="list-style-type: none"> 1. Monitor project budget monthly to ensure spending on track 2. Provide monthly budget report to MD forecasting any over or underspend issues 3. Ensure project financial acquittals are prepared and provided to Managing Director with sufficient time to review before submission to funding body. 4. Ensure subcontractor financials are received in sufficient time to include in principal contract acquittal 5. Ensure project spending is properly recorded and reconciled for the purposes of MMT's accounting system <p>Subcontractor Management</p> <ol style="list-style-type: none"> 1. Establish positive working relationships with subcontractors and consultants 2. Communicate clearly and frequently with subcontractors and consultants 3. Manage project subcontractors and consultants to ensure they deliver their project components 4. Establish clear parameters for stakeholder responsibilities and

	<p>involvement in project</p> <ol style="list-style-type: none"> 5. Pro-actively report to MD and manage any risks arising to project from working with subcontractors and consultants <p>Staff recruitment, leadership, development and supervision</p> <ol style="list-style-type: none"> 1. Prepare clear job descriptions and supporting documentation for employment candidates 2. Recruit project staff to team, prioritising employment of suitably qualified Aboriginal staff to the fullest extent possible 3. Ensure all staff (permanent or casual) meet contract requirements for suitable personnel - e.g. with regard to criminal and working with children checks 4. Ensure new employees are provided with a thorough induction and associated training, including a training plan to address any skill gaps 5. Ensure project staff all develop a detailed work plan to support project implementation and their own work 6. Provide high quality regular supervision for staff, including progress against performance targets and constructive and specific performance feedback 7. Manage any performance issues in conjunction with HR and MD as required. <p>Stakeholder Communications and Management</p> <ol style="list-style-type: none"> 1. Meet weekly with RAES project manager. 2. Develop detailed communication plans and tools 3. Convene a project steering committee to assist with project implementation and guidance. 4. Develop steering committee terms of reference and workplan, meeting agendas and minutes for meetings held 5. Ensure stakeholders are consulted and informed about project developments and progress as per contract requirements and their relevance to the project 6. Ensure Aboriginal community stakeholders are heard and given priority in project feedback mechanisms 7. Publish regular newsletters/website updates or other type of communications so that project progress is known and celebrated 8. Pro-actively identify and manage any potential stakeholder risks throughout project, including through project reporting lines. <p>Contract Compliance</p> <ol style="list-style-type: none"> 1. Develop thorough understanding of MoneyMob head contract, sub-contracts and consultancy agreements 2. Ensure MMT contract compliance requirements for reporting, risk management and financial management are met on or before deadlines 3. Pro-actively manage likelihood of any contract risks through regular progress reports to MD
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Performance Indicators	<ol style="list-style-type: none"> 1. Project management systems, tools and documentation developed and maintained at all times 2. Contract reporting completed and submitted on time 3. Project team recruited, inducted and provided with clear accountabilities and regular performance based supervision 4. Program budgets monitored monthly and reports provided to MD 5. Project outputs delivered on time or timelines and outputs adjusted in close consultation with MD and RAES PM 6. Project steering committee formed, meeting schedule and workplan developed 7. Contractors and consultants managed as per agreements and in line with requirements of head contract 8. Project risks proactively monitored and managed/mitigated
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Selection Criteria	<ol style="list-style-type: none"> 1. Experience and/or qualifications in energy efficiency or a related area, particularly from a residential consumer perspective 2. Extensive experience in managing complex, high profile, multi-stakeholder projects, including ability to use project management software to produce project reports 3. Demonstrated experience in managing government contract compliance including narrative and financial reporting and acquittals 4. Experience in leading and managing staff to achieve outcomes 5. Superior oral and written communication skills 6. Ability to empathise and engage with people of other cultures and on low incomes. <p>Highly Desirable</p> <ol style="list-style-type: none"> 7. Experience working with Aboriginal people - particularly in a remote setting 8. Knowledge of the South Australian Energy Market, particularly the Remote Area Energy Scheme.
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