**Paupiyala Tjarutja Aboriginal Corporation**

**Tjuntjuntjara Community (WA)**

**Position Description**

**Position:** RJCP Coordinator

**Location:** Tjuntjuntjara

**Responsible to:** PTAC Board and General Manager, reports to the Community Coordinator on a day to day basis

**Salary & Conditions**: $76,875 + District Allowance

**Total Salary Package:** $127,896

**Level:** 8.1

**Award:** Aboriginal Communities and Organizations (Western Australia) Interim Award 2011

**Spinifex People**

The Spinifex people, including those residents at Tjuntjuntjara, are represented by the Pila Nguru Corporation, the native title representative body in the Spinifex native title area. Within this area, PTAC manages services at Tjuntjuntjara community.

Tjuntjuntjara is the main population Centre for the Spinifex Lands, over 55,000 sq. kms of Native Title area in the Great Victoria Desert region of Western Australia. As a strong and independent community-controlled organisation reliant on support from Ngaanyatjarra Council Aboriginal Corporation (under a sub-contracting arrangement) to deliver the full range of RJCP services, PTAC is responsible for linking job services to local employment & training strategies.

**Primary Purpose**

Under the direction of the General Manager and the PTAC Board, the RJCP Coordinator’s role is to coordinate the RJCP program managed by PTAC and meet the aspirations as outlined in the Community Action Plan, Workforce Development Strategy and Training Plan.

The RJCP Coordinator will establish clear pathways to employment and economic participation for all RJCP participants, guided by our Community Action Plan and proposed Workforce Development Strategy. Job seekers will benefit from a community-wide and innovative approach to employing and retaining jobseekers in local services, using growth in local service delivery, building construction/R&M, natural resource & mining resource development on the Spinifex Lands as key economic drivers and training pathways. The strategy will build on opportunities created by development projects and growth in community services (e.g. Spinifex Health Service, School, Community Store, women’s programs, aged care, Centrelink, BRACS, environmental health, sport and recreation, land management/NRM, mining exploration activity and essential services).

To achieve these aims, the RJCP Coordinator will identify and facilitate employment and training activities identified in each participant’s IPP and work in partnership with Ngaanyatjara Council Aboriginal Corporation (NCAC) and other local and external stakeholders to meet the RJCP program objectives and compliance requirements.

The RJCP Coordinator will assist PTAC to develop training and work opportunities by working closely with the CD Project Officer to deliver projects and structured work activities that achieve tangible community employment and development outcomes. This includes supervising and developing IPPs with participants and coordinating their work activities to ensure the organization receives and monitors outcome payments through the DEEWR online system (i.e. as a registered RJCP provider). This position is also directly responsible for working with the CD Project Officer to administer training and projects designed to achieve employment and community development outcomes. This includes working with RTOs and supporting the CD Project Officer to work alongside and supervise RJCP participants in practical skills such as fencing, building construction, repairs and maintenance, plumbing, essential services, vehicle repairs etc.

**Accountability**

This position reports to the Community Coordinator of Paupiyala Tjarutja Aboriginal Corporation (PTAC). The Position is responsible for managing and administering the RJCP and all associated employment, training and economic development initiatives in Tjuntjuntjara under the direction of the PTAC General Manager and PTAC Board.

It involves close liaison with:

* General Manager and Community Coordinator.
* Community Development Project Officer
* Office Manager
* RJCP & NJCP participants, community representatives and PTAC staff as required

**Expected Outcomes**

* Case manage RJCP participants (incl. CDEP and NJCP participants) in meeting their obligations within the terms of their agreed IPPs;
* To improve work readiness by helping job seekers develop the skills and capabilities needed to complete accredited and non-accredited training for sustainable employment. A key aim is to facilitate the transition from school to work by establishing a Youth Corps and through vocational education, participation in structured (on-the-job) training courses, personal & life skill development;
* Successfully establish and implement community & economic development projects and activites for the community identified in the CAP. This includes identifying and pursuing funding for training, enterprise development, capital items and equipment for projects identified in the CAP;
* Work closesly with RTOs and other agencies to establish training opportunities;
* Finalise a Worforce Development Strategy so that all employer’s are profiled and job opportunities are identified for work & training placements;
* Explore and establish enterprise and wealth creation opportunities that lead to measurable employment outcomes;
* Liaise with the General Manager and Community Development Project Officer to review key planning documents and identify and source funding opportunities for employment and training programs;
* regularly reports to PTAC board/directors when required;
* Reports to funding bodies and organisations supporting local projects/services under the direction of the General Manager
* Reports to the Community Coordinator on matters associated with the day to day operations of PTAC.
* Facilitate community and economic development outcomes by enabling and empowering the community workforce to participate in structured training and secure employment;
* Maintain the DEEWR online record system a and ensure that all work place participants are case managed. This includes job service case management in the community and implementation of ageed employment strategies linked to RJCP Participant’s IPPs;

**Duties**

* Maintain the DEEWR online system and RJCP participant case load management;
* Assist the community to meet the aspirations contained in the CAP;
* Monitor all strategic plans and maintain RJCP task management database
* Make sure plans are kept up to date with aspirations of the community
* Liaise with community and agency stakeholders in supporting RJCP outcomes for the Tjuntjuntjara community
* Other responsibilities would be to ensure all submissions and reports are delivered on time.
* Work closely with the General Manager and the PTAC Board to ensure that RJCP is compliant and achiveing expected outcomes and deliverables
* Conduct ongoing community consultation and update the Community Action Plan and community goals

**Salary Package - $127,896**

Base Salary: $76,875 per annum

District Allowance: $4,333

Annual Leave: 4 weeks with 17.5% leave loading

Additional Leave: Up to 2 weeks in lieu of public holidays worked.

Isolation leave; 1 week for every three months service (4 weeks per year)

Travel: 2 travel days are provided every 12 weeks for each isolation leave break. 2 travel days are provided once per year when annual leave is taken. Total number of travel days provided is 8 per year.

Superannuation: 9.5%

Accommodation: Subsidized furnished accommodation at nominal rent of $40 week (includes utilities)

Annual Airfare: Return airfares to place of recruitment for annual leave after 12 months continuous service for the incumbent and dependants onsite.

Relocation: The salary package also includes relocation from the applicant’s place of recruitment. This is outlined in the Aboriginal Communities and Organizations (Western Australia) Interim Award 2011.

Salary sacrificing: As per the organisation’s salary sacrifice policy

Zone A rebate area

Telephone Allowance $50/month

Internet Allowance: $50/month

Overtime: Overtime and time in-lieu included in the salary.

Position Status: Permanent (two year renewable contract after a 3 month probationary period). Grant funding is reviewed annually.

Probation: There is a 3 month probationary period on commencement of employment with PTAC, with a performance review to ascertain suitability of ongoing employment.