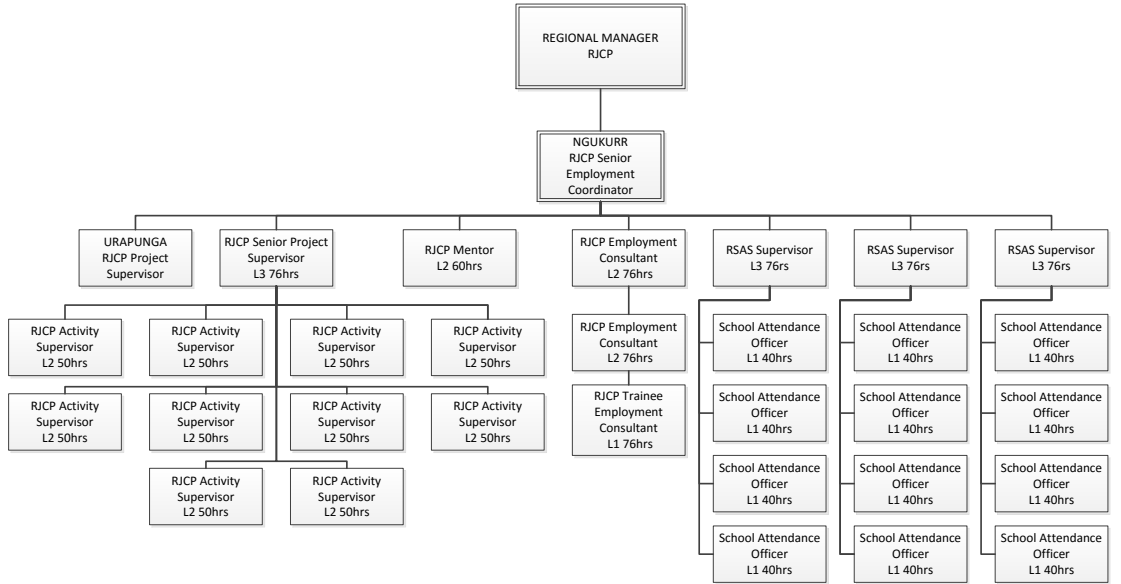


POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	CDP Senior Employment Coordinator	Designation & Classification Level	6
Position No		Directorate	Community Services
Division	CDP	Date Created	May 2013
Location	Ngukurr	Date Approved	
Reports To	Regional Manager RJCP	Version Date	9 th April 2015
2. POSITION CONTEXT			
Council Overview	<p>The Roper Gulf Regional Council provides a range of services over an area that spans 185,000 sq.km (80% the size of Victoria) that covers the region east and southeast of Katherine, Northern Territory. The total estimated resident population of the region is 6,919.</p> <p>The Roper Gulf region incorporates eleven main communities and delivers services such as: Council Administration; Waste Management; Municipal Services; Sport & Recreation; Aged Care; Child Care; Youth Services and Juvenile Diversion; Libraries; RJCP; Power, Water and Sewerage Maintenance; Repairs and Maintenance and Tenancy Management; Night Patrol and many more.</p> <p>The council's mission statement is: "Working as one towards a better future through effective use of all resources". This serves to give strategic direction to the council's service delivery and its partnerships with the NT and Australian Governments and other stakeholders.</p> <p>The overall vision of Roper Gulf Regional Council is to be sustainable, viable and vibrant.</p>		
Principal Objectives	<p>Deliver the Community Development Program (CDP) contract at Ngukurr</p> <p>Support job seekers to identify individual goals for participation plans that lead to positive personal and professional development and encourage community participation to enable long-term employability.</p>		
Major Role and Challenges	<p>Achieving targets and key performance indicators to maintain a financially sustainable delivery model for the Community Development Program (CDP).</p> <p>Ensuring 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. All job seekers must 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>		
Key Interactions/ Relationships	<ul style="list-style-type: none">CDP Regional ManagerCouncil Services ManagerCouncil StaffDirector Community ServicesChief Executive OfficerLocal Authorities and Councillors	<ul style="list-style-type: none">Employers in the regionJob seekersAustralian and Territory Government PersonnelRegistered 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 frequent travel to remote communities necessitating overnight absences may be required.In response to changing 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. <p><u>Essential</u></p>		

	<p>Prior to employment with Roper Gulf Regional Council you must obtain the following;</p> <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 <p>It is a condition of employment with Roper Gulf Regional Council that you must;</p> <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 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 CDP Delegations Manual
Organisational Responsibilities	 <pre> graph TD RM[REGIONAL MANAGER RJCP] --> NGC[NGUKURR RJCP Senior Employment Coordinator] NGC --> URAP[URAPUNGA RJCP Project Supervisor] NGC --> RSP[RJCP Senior Project Supervisor L3 76hrs] NGC --> RM2[RJCP Mentor L2 60hrs] NGC --> REC[RJCP Employment Consultant L2 76hrs] NGC --> RSAS1[RSAS Supervisor L3 76rs] NGC --> RSAS2[RSAS Supervisor L3 76rs] NGC --> RSAS3[RSAS Supervisor L3 76rs] URAP --> RAS1[RJCP Activity Supervisor L2 50hrs] URAP --> RAS2[RJCP Activity Supervisor L2 50hrs] RSP --> RAS3[RJCP Activity Supervisor L2 50hrs] RSP --> RAS4[RJCP Activity Supervisor L2 50hrs] RSP --> RAS5[RJCP Activity Supervisor L2 50hrs] RSP --> RAS6[RJCP Activity Supervisor L2 50hrs] RM2 --> RAS7[RJCP Activity Supervisor L2 50hrs] RM2 --> RAS8[RJCP Activity Supervisor L2 50hrs] REC --> REC2[RJCP Employment Consultant L2 76hrs] REC --> REC3[RJCP Trainee Employment Consultant L1 76hrs] RSAS1 --> SAO1[School Attendance Officer L1 40hrs] RSAS1 --> SAO2[School Attendance Officer L1 40hrs] RSAS1 --> SAO3[School Attendance Officer L1 40hrs] RSAS2 --> SAO4[School Attendance Officer L1 40hrs] RSAS2 --> SAO5[School Attendance Officer L1 40hrs] RSAS2 --> SAO6[School Attendance Officer L1 40hrs] RSAS3 --> SAO7[School Attendance Officer L1 40hrs] RSAS3 --> SAO8[School Attendance Officer L1 40hrs] RSAS3 --> SAO9[School Attendance Officer L1 40hrs] </pre>
3. KEY RESPONSIBILITIES	
Service Delivery	<ul style="list-style-type: none"> Manage the delivery of job seeker case management services at Ngukurr in compliance with the CDP contract Organise and support training activities including partnering with internal and external stakeholders to deliver cost effective training on or off community. Coordinate requisitions for goods and supplies required to operate the CDP contract in accordance with the approved budget. Other reasonable duties as directed by the CDP Regional Manager.
Case Management	<ul style="list-style-type: none"> Manage a caseload >250 job seekers

Workforce Development	<ul style="list-style-type: none"> • Maintain staffing levels in accordance with the approved staffing structure to ensure a reliable and effective service. • Set targets for individuals which achieve contractual outcomes and obligations. • Conduct formal performance reviews and performance management meetings for each staff member. • Ensure staff have the opportunity to participate in regular staff meetings. • Arrange for staff to attend job-related training as required in accordance with their individual training plans. • Unpack policies and procedures with staff regularly to ensure the workforce have a working knowledge of Council policies and procedures.
Planning and Reporting	<ul style="list-style-type: none"> • Set work plans for staff and oversee the development of activity plans for job seekers. • Monitor and report against key performance indicators. • Prepare or contribute to any periodical and milestone reports • Attend Local Authority and all-staff meetings and report on the progress of RJCP activities.
Community Development	<ul style="list-style-type: none"> • In accordance with Council's Regional Plan and community priorities oversee RJCP jobseeker activities which contribute to personal, professional and community development.
Stakeholder engagement	<ul style="list-style-type: none"> • Engage with the local community to deliver job seeker services that are culturally, socially and environmentally appropriate. • Interact with job seekers to foster professional, respectful relationships. • Collaborate effectively with all departments of the Roper Gulf Regional Council and other stakeholders to optimise outcomes for job seekers, employers and the local community. • Establish and maintain positive and effective working relationships with Australian Government and Northern Territory Government and non-profit organisations.
Workplace Health & Safety	<p>In accordance with the requirements of the Work Health and Safety Act 2011:</p> <ul style="list-style-type: none"> • Acquire and keep up-to-date knowledge of WHS matters. • Proactively raise WHS issues and ensure WHS matters are considered at regular staff meetings. • Gain an understanding of the nature of the hazards and risks associated with operations relevant to the business unit. • Ensure that all workers are made aware of and make use of hazard, incident and risk reporting systems. • 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 the employment services sector in remote areas. • Demonstrated ability to analyse policies, procedures or legislation to solve problems or respond to enquiries. • Ability to plan, organise and implement program activities, educational workshops and training to effectively engage with job seekers. • Demonstrated organisational skills to coordinate and balance tasks efficiently in a team environment to achieve key performance indicators and operational targets. • Well developed interpersonal skills, including the ability to manage and mentor staff, facilitate staff training, conduct meetings, and negotiate between parties to effectively resolve problems. • Excellent written communication skills with the ability to write standard correspondence, reports, submissions and proposals that require original content. • Ability to develop positive, collaborative working relationships with a range of stakeholders • Demonstrated ability to communicate effectively and sensitively with Indigenous people • Demonstrated experience or awareness of issues affecting people in remote Indigenous communities. • Demonstrated knowledge and competence to be a safety leader and maintain a safe workplace. • Qualifications relevant to the role, or equivalent experience. • Minimum two years experience in a related role. 		
	<u>Other</u> <ul style="list-style-type: none"> • Current Northern Territory "C" Class Drivers Licence • 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) 		
5. ACKNOWLEDGEMENT			
Appropriate delegate / Director or Manager		Date:	Signature:
Employee Name		Date:	Signature:
Revisions Due Date:	9 th April 2016		