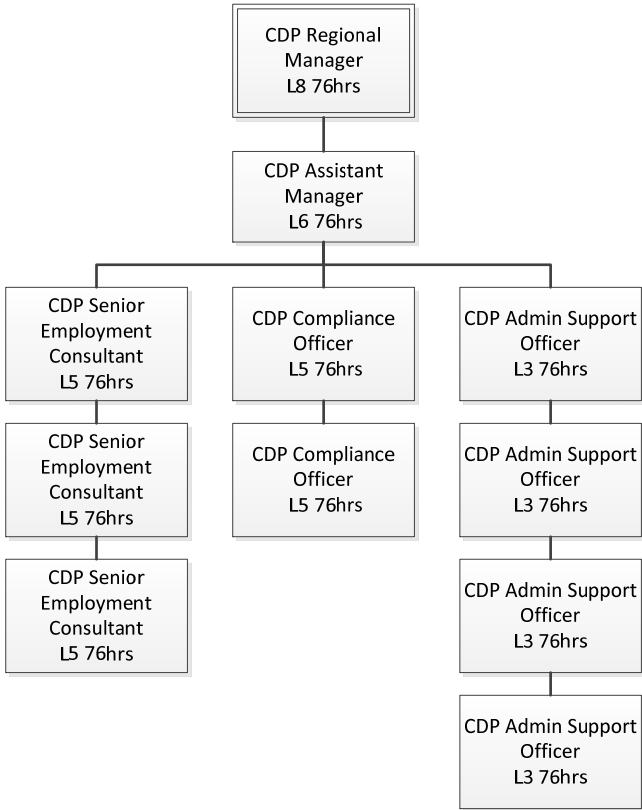


## POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	CDP Compliance Officer	Designation & Classification Level	RGRC Level 5
Position No		Directorate	Community Services
Division	Community Development Programme	Date Created	06/04/2016
Location	Katherine	Date Approved	06/04/2016
Reports To	CDP Assistant Manager	Version Date	06/04/2016
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 Council is 6,919.</p> <p>Roper Gulf Regional Council incorporates eleven main communities and delivers services such as: Council Administration; Waste Management; Municipal Services; Sport &amp; Recreation; Aged Care; Child Care; Youth Services; Libraries; CDP; Power, Water and Sewerage Maintenance; Housing 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 a sustainable, viable and vibrant leader in improving the quality of family and community life in the Northern Territory.</p>		
Principal Objectives	Monitor compliance systems and procedures and provide senior administrative support to enable optimal performance of the CDP contract.		
Major Role and Challenges	<p>Achieve targets and key performance indicators to maintain a financially sustainable delivery model for the Community Development Programme (CDP).</p> <p>Ensure contractual compliance and quality outcomes on community for all stakeholders.</p>		
Key Interactions/ Relationships	<ul style="list-style-type: none"><li>CDP Assistant Manager</li><li>CDP Regional Manager</li><li>Council Staff</li></ul>	<ul style="list-style-type: none"><li>Employers in the region</li><li>Job seekers</li><li>Registered Training Organisations (RTOs)</li></ul>	
Special Conditions	<ul style="list-style-type: none"><li>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.</li><li>Some out of hours work, and occasional travel to remote communities necessitating overnight absences may be required.</li><li>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.</li></ul> <p><b>Essential</b></p> <ul style="list-style-type: none"><li>Prior to employment with Roper Gulf Regional Council you must obtain the following;<ul style="list-style-type: none"><li>Undertake a new criminal history check at commencement of employment with RGRC</li><li>Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship)</li></ul></li><li>It is a condition of employment with Roper Gulf Regional Council that you must;<ul style="list-style-type: none"><li>Update Criminal History Check annually as required through out period of employment through the HR Department</li></ul></li></ul>		
Authority to Act / Delegations	<ul style="list-style-type: none"><li>Financial Delegations – As per the RGRC Delegations Manual</li></ul>		

<b>Organisational Responsibilities</b>	<div style="text-align: center;"> <h3>Community Development Programme</h3>  <pre> graph TD     RM[CDP Regional Manager L8 76hrs] --&gt; AM[CDP Assistant Manager L6 76hrs]     AM --&gt; SEC1[CDP Senior Employment Consultant L5 76hrs]     AM --&gt; CO1[CDP Compliance Officer L5 76hrs]     AM --&gt; ASO1[CDP Admin Support Officer L3 76hrs]     SEC1 --&gt; SEC2[CDP Senior Employment Consultant L5 76hrs]     SEC1 --&gt; SEC3[CDP Senior Employment Consultant L5 76hrs]     SEC2 --&gt; SEC4[CDP Senior Employment Consultant L5 76hrs]     CO1 --&gt; CO2[CDP Compliance Officer L5 76hrs]     ASO1 --&gt; ASO2[CDP Admin Support Officer L3 76hrs]     ASO1 --&gt; ASO3[CDP Admin Support Officer L3 76hrs]     ASO2 --&gt; ASO4[CDP Admin Support Officer L3 76hrs] </pre> </div>
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3. KEY RESPONSIBILITIES	
<b>Contractual Compliance</b>	<ul style="list-style-type: none"> <li>• Gain a working knowledge of the CDP contract.</li> <li>• Oversee quality of job seeker records to the standard required under the contract.</li> <li>• Educate staff how to maintain compliant job seeker records.</li> <li>• Monitor CDP portal updates and advise staff of changes.</li> <li>• Monitor weekly performance reports and take appropriate corrective action.</li> <li>• Conduct site audits.</li> <li>• Other reasonable duties as directed by the CDP Assistant Manager.</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• Maintain the records system to ensure appropriate authorisation and documentation is kept for all claims.</li> <li>• Ensure claims are processed in a timely and accurate manner.</li> <li>• Ensure records are maintained in accordance with legislative requirements.</li> </ul>
<b>Planning and Reporting</b>	<ul style="list-style-type: none"> <li>• Monitor and report against key performance indicators.</li> <li>• Prepare or contribute to any periodical and milestone reports.</li> </ul>
<b>Workforce Development</b>	<ul style="list-style-type: none"> <li>• Participate in on-the-job training as required.</li> <li>• Attend staff meetings.</li> </ul>
<b>Customer service and stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Engage with the local community to deliver job seeker services that are culturally, socially and environmentally appropriate.</li> <li>• Interact with job seekers to foster professional, respectful relationships.</li> <li>• Collaborate effectively with all departments of the Roper Gulf Regional Council and other stakeholders to</li> </ul>

	<p>optimise outcomes for job seekers, employers and the local community.</p> <ul style="list-style-type: none"> <li>• Establish and maintain positive and effective working relationships with Australian Government personnel, employers and other stakeholders.</li> </ul>
<b>Workplace Health &amp; Safety</b>	<p>In accordance with the requirements of the Work Health and Safety (National Uniform Legislation) Act 2012:</p> <ul style="list-style-type: none"> <li>• Acquire and keep up-to-date knowledge of WHS matters.</li> <li>• Proactively raise WHS issues and ensure WHS matters are considered at regular staff meetings.</li> <li>• Gain an understanding of the nature of the hazards and risks associated with operations relevant to the business unit.</li> <li>• Be aware of and make use of hazard, incident and risk reporting systems.</li> <li>• Participate in work, health and safety training relevant to workplace activities.</li> <li>• Ensure use of protective equipment (where required), uniforms, and equipment which is fit for purpose.</li> </ul>

#### 4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

##### SELECTION CRITERIA

##### Essential

- Demonstrated experience in the employment services industry.
- Demonstrated ability to analyse contracts, policies, procedures or legislation to solve problems or respond to enquiries.
- 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, 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.
- Demonstrated skills in the use of Microsoft Office applications and electronic document records management systems.
- 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 identify hazards, report incidents, and maintain a safe workplace.
- Qualifications relevant to the role, or equivalent experience.

##### Other

- Current Northern Territory "C" Class Drivers Licence
- Prior to employment with Roper Gulf Regional Council you must obtain the following;
  - Undertake a new criminal history check at commencement of employment with RGRC
  - 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

Delegate / Director / Manager		Date:	Signature:
Employee Name		Date:	Signature:
Revisions Due Date:	06/04/2017		