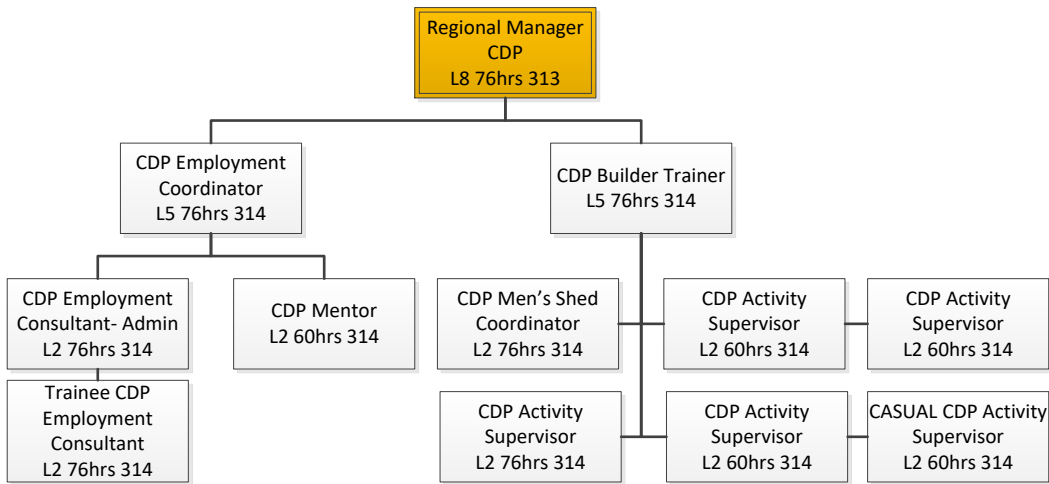


## POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	CDP Builder Trainer	Designation & Classification Level	Level 5
Position No		Directorate	Community Services
Division	CDP	Date Created	26 June 2013
Location	Beswick	Date Approved	13 <sup>th</sup> June 2013
Reports To	CDP Regional Manager	Version Date	5 <sup>th</sup> July 2013
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 and Juvenile Diversion; Libraries; RJCP Programs; Power, Water and Sewerage Maintenance; Repairs and Maintenance and Tenancy Management; Night Patrol, Civil Works, 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	<ul style="list-style-type: none"><li>Organise, prepare, facilitate, monitor, evaluate and document construction projects and related training activities of job seekers under the CDP.</li><li>Mentor and encourage job seekers where necessary to assist them overcome individual barriers to education and employment.</li></ul>		
Major Role and Challenges	<ul style="list-style-type: none"><li>Assist the CDP Employment Coordinator to identify and deliver suitable projects to provide quality activities for job seekers</li><li>Identify key elements of building projects so as to engage with and develop the employment skills of local job seekers</li><li>Liaise with training providers to use the projects to deliver accredited training</li><li>Maintain accurate records of job seeker participation</li><li>Maintain safe work practices</li><li>Supervise job seekers in the delivery of the projects</li></ul>		
Key Interactions/ Relationships	<ul style="list-style-type: none"><li>CDP Regional Manager</li><li>Director Commercial Services</li><li>CDP Employment Coordinator</li><li>Council Services Manager</li><li>Council's Community Team Members</li><li>Job Seekers</li><li>Registered Training Organisations</li></ul>	<ul style="list-style-type: none"><li>Other Council Staff</li><li>External customers</li><li>Government and Non-government Agencies</li><li>Chief Executive Officer</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>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</li></ul>		

	<p>temporary or continuing basis.</p> <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> </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>
<b>Authority to Act / Delegations</b>	<ul style="list-style-type: none"> <li>Financial Delegations – As per the RGRC Delegations Manual</li> </ul>
<b>Organisational Responsibilities</b>	 <pre> graph TD     RM["Regional Manager CDP L8 76hrs 313"] --&gt; CEC["CDP Employment Coordinator L5 76hrs 314"]     RM --&gt; CBT["CDP Builder Trainer L5 76hrs 314"]     CEC --&gt; CEC_A["CDP Employment Consultant- Admin L2 76hrs 314"]     CEC --&gt; CM["CDP Mentor L2 60hrs 314"]     CEC_A --&gt; TCEC["Trainee CDP Employment Consultant L2 76hrs 314"]     CBT --&gt; CMC["CDP Men's Shed Coordinator L2 76hrs 314"]     CBT --&gt; CAS1["CDP Activity Supervisor L2 60hrs 314"]     CBT --&gt; CAS2["CDP Activity Supervisor L2 60hrs 314"]     CBT --&gt; CAS3["CASUAL CDP Activity Supervisor L2 60hrs 314"]     CMC --&gt; CAS4["CDP Activity Supervisor L2 76hrs 314"]     CAS1 --&gt; CAS5["CDP Activity Supervisor L2 60hrs 314"]     CAS2 --&gt; CAS6["CDP Activity Supervisor L2 60hrs 314"]     CAS3 --&gt; CAS7["CASUAL CDP Activity Supervisor L2 60hrs 314"] </pre>
<b>3. KEY RESPONSIBILITIES</b>	
	<ul style="list-style-type: none"> <li>Identify projects which will aid community and job seeker development</li> <li>Scope, plan and consider appropriateness of proposed building projects</li> <li>Develop budgets and identify funding sources for projects</li> <li>Document scope of works</li> <li>Identify skill development opportunities embedded in the projects</li> <li>Train job seekers to develop appropriate skills</li> <li>Supervise job seekers in the delivery of the projects</li> <li>Liaise with other RJCP staff to ensure appropriate record keeping as required</li> <li>Be a leader in the maintenance of safe work practices in accord with Roper Gulf Regional Council Work Health and Safety policies and procedures</li> </ul>
<b>4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE</b>	
<b>SELECTION CRITERIA</b>	

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Trade qualifications</li> <li>• Significant experience working as a tradesperson in a construction industry skill area.</li> <li>• Ability to identify and follow the correct policies and procedures relevant to the task and to identify complex problems that require referral the next level of management to resolve.</li> <li>• Ability to plan and implement workplace activities coordinating team resources effectively while monitoring the goals, targets, outcomes and objectives of the team and individual employees.</li> <li>• Demonstrated organisational skills with the ability to manage and control a team. Actively promote team building and development to ensure a range of team goals and objectives are met.</li> <li>• Excellent oral communication skills with the ability to respond to moderately complex enquiries that requires detailed and careful explanation and negotiate and/or mediate issues between parties to effectively resolve problems.</li> <li>• Excellent written communication skills with the ability to write standard correspondence, reports and memoranda following prescribed formats.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Current Northern Territory "C" Class Drivers Licence</li> <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> </ul> </li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Nationally accredited Diploma or equivalent.</li> <li>• Minimum of 2 years experience in a training/educator role.</li> <li>• An understanding of the complexity of Indigenous community dynamics, including the social and economic circumstances faced by many Indigenous people and communities.</li> <li>• An ability to anticipate and understand the different needs and concerns of clients, stakeholders and colleagues and to manage moderately difficult issues.</li> </ul>

## 5. ACKNOWLEDGEMENT

<b>Delegate / Director / Manager</b>		<b>Date:</b>	<b>Signature:</b>
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>