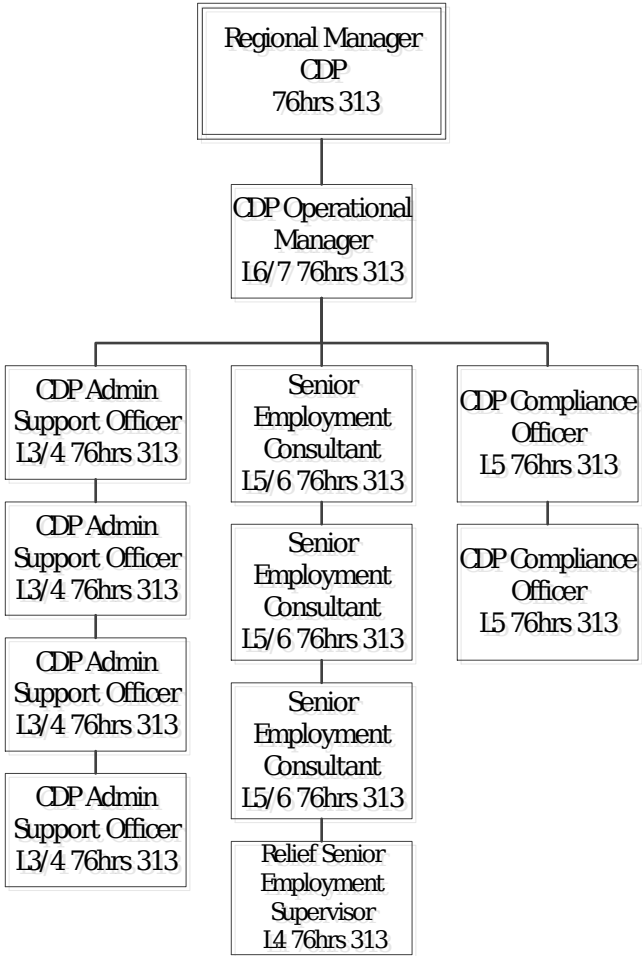


POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	CDP Senior Employment Consultant	Designation & Classification L e v e l	RGRC Level 5
Position No		Directorate	Community Services
Division	Community Development Programme	Date Created	19/04/2016
Location	Katherine	Date Approved	19/04/2016
Reports To	CDP Assistant Manager	Version Date	19/04/2016
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 & 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	<p>Assist remote sites to deliver a contractually compliant service under the Community Development Programme.</p> <p>Support staff to develop job plans that lead to positive personal and professional development for job seekers</p>		
Major Role and Challenges	<p>Support remote site to achieve targets and key performance indicators to maintain a financially sustainable delivery model for the Community Development Programme (CDP).</p> <p>Support remote sites to ensure contractual compliance and quality outcomes on community for all stakeholders.</p>		
Key Interactions/ Relationships	<ul style="list-style-type: none">• CDP Regional Manager• Council Services Manager• Council Staff• Director Community Services• Chief Executive Officer• Local Authorities and Councillors	<ul style="list-style-type: none">• Employers in the region• Job seekers• Australian and Territory Government Personnel• Registered 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. Applicants should possess the skills to operate a four wheel drive vehicle or have the ability to participate in four wheel drive training. The ability to operate vehicles on unsealed roads and travel in light planes is a requirement of this role.• Some out of hours work, and occasional travel to remote communities necessitating		

	<p>overnight absences may be required.</p> <ul style="list-style-type: none"> 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>Essential</p> <ul style="list-style-type: none"> 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) It is a condition of employment with Roper Gulf Regional Council that you must; <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
Authority to Act / Delegations	<ul style="list-style-type: none"> Financial Delegations – As per the RGRC Delegations Manual
Organisational Responsibilities	<p style="text-align: center;">Community Development Programme</p>  <pre> graph TD RM["Regional Manager CDP 76hrs 313"] --> COM["CDP Operational Manager 16/7 76hrs 313"] COM --> CDSO1["CDP Admin Support Officer L3/4 76hrs 313"] COM --> SEC1["Senior Employment Consultant L5/6 76hrs 313"] COM --> CCO1["CDP Compliance Officer L5 76hrs 313"] CDSO1 --> CDSO2["CDP Admin Support Officer L3/4 76hrs 313"] CDSO2 --> CDSO3["CDP Admin Support Officer L3/4 76hrs 313"] CDSO3 --> CDSO4["CDP Admin Support Officer L3/4 76hrs 313"] SEC1 --> SEC2["Senior Employment Consultant L5/6 76hrs 313"] SEC2 --> RSES["Relief Senior Employment Supervisor L4 76hrs 313"] CCO1 --> CCO2["CDP Compliance Officer L5 76hrs 313"] </pre>

3. KEY RESPONSIBILITIES

Contractual Compliance	<ul style="list-style-type: none"> • Gain a working knowledge of the CDP contract. • Oversee quality of job seeker records to the standard required under the contract. • Educate staff how to maintain compliant job seeker records. • Ensure records are maintained in accordance with legislative requirements. • Monitor CDP portal updates and advise staff of changes. • Monitor the noticeboard and weekly performance reports; take appropriate corrective action as necessary. • Conduct site and desktop audits. • Other reasonable duties as directed by the CDP Assistant Manager.
Planning and Reporting	<ul style="list-style-type: none"> • Monitor and report against key performance indicators. • Prepare or contribute to any periodical and milestone reports.
Workforce Development	<ul style="list-style-type: none"> • Participate in on-the-job training as required. • Attend staff meetings.
Customer service and stakeholder engagement	<ul style="list-style-type: none"> • Engage with remote communities to deliver job seeker services that are culturally, socially and environmentally appropriate. • Interact with job seekers to foster professional, respectful relationships. • Provide advice to internal CDP staff on systems and compliance matters. • 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 personnel, employers and other stakeholders.
Workplace Health & Safety	<p>In accordance with the requirements of the Work Health and Safety (National Uniform Legislation) Act 2012:</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. • Be aware of and make use of hazard, incident and risk reporting systems. • Participate in work, health and safety training relevant to workplace activities. • Ensure use of protective equipment (where required), uniforms, and equipment which is fit for purpose.

4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

SELECTION CRITERIA

Essential

- Demonstrated experience in the employment services industry.
- 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.
- High level of 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.

Other

- Current Northern Territory "C" Class Drivers Licence
- Applicants should possess the skills to operate a four wheel drive vehicle or have the ability to participate in four wheel drive training.
- Applicants must be physically fit, capable and willing to travel in light planes and operate vehicle on unsealed roads.
- 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:	19/04/2017		