

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	CDP Employment Coordinator	Designation & Classification Level	RGRC Level 5
Position No		Directorate	Commercial Services
Division	CDP	Date Created	27/06/2013
Location	Beswick	Date Approved	22/01/2015
Reports To	CDP Regional Manager	Version Date	17/06/2016
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; 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	<p>Deliver the Community Development Programme (CDP) contract at Beswick</p> <p>Support jobseekers 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 Manager• Council Services Coordinator• Council Staff• Director Commercial 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.• Some out of hours work, and occasional 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.		

Authority to Act / Delegations	<ul style="list-style-type: none"> Financial Delegations – As per the RGRC Delegations Manual
Organisational Responsibilities	<p>Beswick CDP</p> <pre> graph TD RM[Regional Manager CDP L8 76hrs 313] --> EC[CDP Employment Coordinator L5 76hrs 314] RM --> BT[CDP Builder Trainer L5 76hrs 314] EC --> ECA[CDP Employment Consultant- Admin L2 76hrs 314] EC --> CM[CDP Mentor L2 60hrs 314] ECA --> CECA[CASUAL CDP Employment Consultant L3 76hrs 314] BT --> MSC[CDP Men's Shed Coordinator L2 76hrs 314] BT --> AS1[CDP Activity Supervisor L2 60hrs 314] MSC --> AS2[CDP Activity Supervisor L2 76hrs 314] AS1 --> AS3[CDP Activity Supervisor L2 60hrs 314] AS1 --> AS4[CDP Activity Supervisor L2 60hrs 314] AS1 --> CASAS[CASUAL CDP Activity Supervisor L2 60hrs 314] </pre>
3. KEY RESPONSIBILITIES	
Service Delivery	<ul style="list-style-type: none"> Manage the delivery of job seeker case management services at Beswick in compliance with the Community Development Programme contract, operational guidelines and Council's service delivery standards. Organise and support training activities including partnering with internal and external stakeholders to deliver cost effective training on or off community. Place job seekers in appropriate activities and work placements in accordance with the CDP guidelines. Coordinate requisitions for goods and supplies in accordance with the approved budget. Other reasonable duties as directed by the Regional Manager CDP.
Case Management	<ul style="list-style-type: none"> Manage a caseload >150 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. Discuss and emphasise 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. Maintain job seeker activity diaries on a daily basis. 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 CDP activities.

Community Development	<ul style="list-style-type: none"> In accordance with Council's Regional Plan and community priorities oversee CDP job seeker 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. Work with employers to develop host agreements for job seeker activities and work placements. 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 (National Uniform Legislation) 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. 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

- 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.
- High level of 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.

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 successfully complete training in complex four wheel drive operations.
- Applicants must be physically fit, capable and willing to travel in light aircraft and operate vehicles 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
 - 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

Delegate / Director / Manager		Date:	Signature:
Employee Name		Date:	Signature:
Revisions Due Date:	17/06/2016		