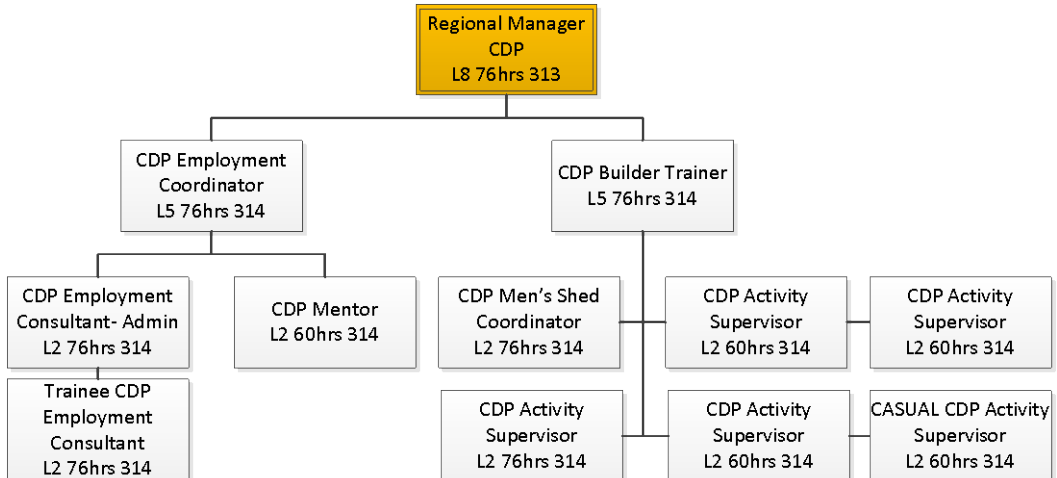


## POSITION DESCRIPTION

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	Various	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>Roper Gulf Regional Council is one of 18 Local Governments in the Northern Territory, encompassing 11 communities and twenty outstations spread out over an area of approximately 186,000 square kilometres.</p> <p>The Council's primary purpose is to act as an advocate for its constituency of more than 7000 people, many of whom have a strong indigenous heritage and continue to maintain the indigenous culture and way of life. Roper Gulf Regional Council is paving the way towards sustainable social, cultural, economic and environmental development, providing employment opportunities to approximately 380 staff, who live and work across the region, and are co-ordinated from the Katherine-based operational hub.</p> <p>One of the key drivers of the Council is to improve the quality of life in, and liveability of the region, with the vision of making it sustainable, vibrant and viable for those who call Roper Gulf home.</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 temporary or continuing basis.</li></ul> <p><b><u>Essential</u></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>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.</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> <li>Renew your ochre card clearance every two years through the HR Department.</li> </ul> </li> </ul>
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<b>Authority to Act / Delegations</b>	<ul style="list-style-type: none"> <li>Financial Delegations – As per the RGRC Delegations Manual</li> </ul>
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<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; CECAdmin["CDP Employment Consultant- Admin L2 76hrs 314"]     CECAdmin --&gt; TCEC["Trainee CDP Employment Consultant L2 76hrs 314"]     CEC --&gt; CM["CDP Mentor L2 60hrs 314"]     CBT --&gt; CMSC["CDP Men's Shed Coordinator L2 76hrs 314"]     CBT --&gt; CASC1["CDP Activity Supervisor L2 60hrs 314"]     CBT --&gt; CASC2["CDP Activity Supervisor L2 60hrs 314"]     CBT --&gt; CASC3["CASUAL CDP Activity Supervisor L2 60hrs 314"]     CMSC --&gt; CASC4["CDP Activity Supervisor L2 76hrs 314"]     CASC1 --&gt; CASC5["CDP Activity Supervisor L2 60hrs 314"]     CASC2 --&gt; CASC6["CDP Activity Supervisor L2 60hrs 314"]     CASC3 --&gt; CASC7["CASUAL CDP Activity Supervisor L2 60hrs 314"] </pre>
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### 3. KEY RESPONSIBILITIES

	<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 CDP 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>
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### 4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

#### SELECTION CRITERIA

<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>
<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>