



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Senior CDP Activity Coordinator
Reporting To	CDP Manager
Classification	Fixed Term Full Time
Level	Level 6 - 7
Location	Alice Springs with travel other locations as required

OBJECTIVES OF THE POSITION:

Operating under the direction of the CDP Manager, this position will manage and oversee a team of staff, ensuring effective delivery of the CDP Activity Strategy. This position will ensure the schedule of activities is in line with activities and training identified in participant Individual Pathway Plans. This role will supervise a team of Activity Supervisors, Activity Liaison Engagement Officers, and an Activity and Projects Officer. The position will also be responsible for working with external contractors delivering these activities. This position is responsible for working to a strict budget and is pivotal in developing and maintaining links with a breadth of stakeholders and ensuring activities are conducted safely, appropriately and in keeping with the goals of CDP services plan and CDSC corporate plan. This position is responsible for working across the CDP team in conjunction with the Operations Coordinator, to ensure client activities are coordinated, relevant and linked with job outcomes.

DUTIES AND RESPONSIBILITIES:

- Under the direction of the CDP Manager, ensure activities are implemented and running in each community to ensure participants are able to meet their obligations to engage with CDP. Oversee a team of Activity Supervisors, ALEO's and Activity Project Officer to implement training and activity plans across the region
- Liaise with key stakeholders including RTO's, CDSC departments, Government Departments, Industry, Industry Skills Councils
- Audit Individual Participation Plans in order to assess the range of workplace activities to be implemented across the region with respect to contractor availability, price sensitivities and ensuing job outcomes;
- Implement systems in each community to record and easily identify participants portfolio of skills and experience and training required as recorded in IPP.
- Arrange for delivery of training and activities in line with what has been identified in participant IPP's
- Ensure all activities are compliant with OHS and CDP reporting processes;
- Ensure client feedback is collected and responded to in a sensitive and timely manner;
- Develop approaches to advertise CDP across the region and ensure all potential participants are engaged as per their participation requirements by ensuring open and effective with Case Coordinators, Project Officer, Activity Supervisor and Operations Coordinator
- Regularly liaise with all members of the CDP team to ensure a coordinated, holistic and client focussed delivery of CDP services;

- Liaise effectively with all levels of staff within the Council, external agencies and outside organisations, to assist in the smooth implementation of CDP into the region;
- Ensure discretion and confidentiality is adhered to and promote the Council's image as an efficient and effective organisation;
- Effectively contribute as a member of a team in the management of the Council and promote a safe and harmonious work environment.
- Prepare regular reports for CDP detailing progress on the activity delivery strategy
- Undertake monthly visits to CDP service delivery centres

Key selection criteria:

Essential:

- Experience in working effectively, creatively and sensitively with remote Aboriginal communities;
- Ability to manage a team that are geographically dispersed
- Demonstrated experience in project management and/or program coordination with an employment focus;
- Formal qualifications in Project management, Training, Management, Social Work, Community Development or other related discipline
- Experience and knowledge of developing budgets and unit costings;
- Ability to supervise staff and contractors in a geographically diverse and cross-cultural environment;
- Sound knowledge of Occupational Health and Safety requirements;
- Excellent cross-cultural communication skills with well developed interpersonal (ie good listener, good sense of humour, empathy and developed emotional intelligence), verbal and written skills;
- Demonstrated experience in developing and maintaining a range of stakeholder relationships including the ability to develop a relevant data base of contractors;
- Ability to provide culturally informed and relevant training;
- Experience in managing a complex working environment, with competing needs and high levels of responsibility;
- Certificate IV in Training and Assessment or willingness to obtain;
- Agreement to an NT Police Criminal History checks and hold a current C Class driver's license.

Desirable:

- Knowledge of Local Government functions and responsibilities, and procedures and processes;
- Knowledge of CDP or similar employment related contracts and an understanding of the aims, aspirations and challenges with program implementation in a remote community.

POSITION ATTRIBUTES:

Authority and accountability: May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations.

Judgment and problem solving: Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options.

Specialist knowledge and skills: Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Management skills: May provide higher level supervision of groups of operational, administrative, trades or technical employees. Positions may require an understanding and implementation of relevant employment policies and practices.

Interpersonal skills: Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.

Qualifications and experience: Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include:

- (a) Diploma or advanced diploma; or
- (b) Appropriate in-house training or equivalent.

Note to Candidates

The Senior CDP Activity Coordinator will be expected to:

- Interact with Aboriginal people who speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Drive a 4WD vehicle long distances on some occasions
- Have a reasonable level of fitness and general good health;
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Shire Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Applications marked 'Confidential' should be forwarded to:

Cathryn Hutton
Chief Executive Officer
PO Box 2257
Alice Springs NT 0871
Email: recruitment@centraldesert.nt.gov.au

VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

**INFORMATION FOR APPLICANTS FOR THE POSITION OF
SENIOR CDP ACTIVITY COORDINATOR**

GOVERNANCE REFORM IN THE NORTHERN TERRITORY

Central Desert Regional Council is Regional Council incorporating the following existing local government bodies: Anmatjere Community Government Council, Arltarlpilta Community Government Council, Lajamanu Community Government Council, Nyirripi Community Inc, Yuelamu Community Inc, Yuendumu Community Government Council, and a large area of currently unincorporated land.

Recent legislation changes have meant that the Regional Council will be supporting enhanced local governance via Local Authorities set up in 9 Central Desert Communities.

The new Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

SALARY

The salary is Level 6/7 with a range depending on qualifications and experience of \$70,858 - \$82,458 per annum.

The current Enterprise Agreement expires on 30th June 2016. Salary and working conditions after June 30, 2016 will be subject to the Enterprise Agreement in place.

SUPERANNUATION

Employer contributes 9.5% superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the South Australian Local Government Superannuation Scheme.

ANNUAL LEAVE

The Senior Activities Coordinator is entitled to 6 weeks with a leave loading of 17.5% of salary when taking leave.

By agreement, the Senior Activities Coordinator may request in writing approval to cash their accrued annual leave so long as the employee will be left with at least four weeks of accrued annual leave after additional leave is cashed out.

LONG SERVICE LEAVE

LSL will be in accordance with the Long Service Leave Act of the Northern Territory as amended, with the exception that employees will qualify for all pro rata long service entitlement after seven years continuous qualifying service, according the Act.

PERSONAL LEAVE

(a) Paid personal leave is available to the Employee when they are absent:

due to personal illness or injury (sick leave); or

for the purposes of caring for an immediate family or household member who is sick and requires the Employee's care and support (carer's leave); or

because of bereavement on the death of an immediate family or household member (bereavement leave).

- (b) The amount of personal leave to which the Employee is entitled depends on how long they have worked for the Employer and shall accrue at the rate of one day per month for each completed month of service.
- (c) The entitlement to carer's or bereavement leave is subject to the person taking the leave being either a member of the Employee's immediate family or a member of the Employee's household.

STUDY LEAVE

The Senior Activities Coordinator is entitled to reasonable study leave by agreement with the CEO.

LEAVE WITHOUT PAY

Leave without pay provisions apply as approved by the CEO.

HOURS OF WORK

38 hour week.

CULTURAL LEAVE

Generous leave conditions for cultural or spiritual beliefs will apply to employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs.

PUBLIC HOLIDAYS

The Senior Activities Coordinator is entitled to statutory public holidays and Northern Territory gazetted public holidays for the region.

PROBATION

Employees will initially be engaged for a period of probationary employment, which will be subject to a maximum term of six months.

RELOCATION EXPENSES

The Council's relocation policy will apply.

SALARY PACKAGING:

Council has entered into a contractual relationship with Remserv to administer the salary packing process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on remserv@remserv.com.au or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.