



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE:	OPERATIONS COORDINATOR YOUTH & COMMUNITIES
REPORTING TO:	MANAGER YOUTH & COMMUNITIES
SALARY RANGE:	A salary package of up to \$91,956 including salary, superannuation and leave loading plus generous leave provisions is available to the right applicant depending on level of experience and qualifications. Level 7 (Range \$77,819 - \$82,458. plus 9.5% superannuation plus 17.5% Annual Leave Loading)
LOCATION:	Alice Springs (with an obligation to travel to remote locations when required)

OBJECTIVES OF THE POSITION:

Operating under the direction of the Manager Youth & Communities and in accordance with Council Corporate plans and policies and relevant legislation; this position has a focus on operational and administrative support and coordination, building strong communication strategies, monitoring WH&S compliance and assisting in building the capacity of the Youth and Communities Program team.

DUTIES AND RESPONSIBILITIES:

- Provide support and assistance to the Manager Youth and Communities to implement Council's Youth Sport and Community Safety Program agenda and assist with change management strategies.
- Supervise a range of staff at various levels and from diverse cultural and professional backgrounds
- Contribute to the development, implementation and evaluation of a professional development strategy for Program team members.
- Implement a continuous improvement program for Youth and Communities services that foster safe and healthy community lifestyles.
- Implement a continuous Communication Strategy that markets the Youth and Community Program and promotes healthy lifestyle choices.
- Contribute to policy and practice development that supports the delivery of aged appropriate sport and recreation activities for all people living in remote communities within the region.
- Oversee the implementation of strategies that promote school attendance & achievement and a smooth transition to post secondary-school employment, training or education.

- Support the development of community safety priorities and strategies that address those priorities;
- Assist with the development and support of community safety services including Community Safety Patrols and mediation and justice services as prevention and early intervention mechanisms to promote community harmony and family wellbeing.
- Maintain strong professional networks with relevant stakeholders, key people and agencies, including the respective Local Authorities, in remote communities.
- Ensure that formalised agreements between the Youth and Communities Program & key stakeholders are implemented, maintained and evaluated as necessary.
- Provide high level administrative support including:
 - Coordinate and ensure compliance with reporting schedules as required under funding agreements.
 - Draft reports, briefing papers and discussion papers for Council, funding bodies and other stakeholders as required.
 - Liaise with Youth and Communities Safety Area Coordinators on daily operational issues and keep Manager informed of any emerging issues, developments and progress.
 - Monitor compliance with organisational Work Health and Safety Policy and procedures.
 - Provide basic Human Resources administration services by tending to payroll enquiries, maintaining documentation regarding recruitment, employee attendance, staff training and mandatory staff requirements.
 - organise and or oversee procurement processes including quotations, raising of purchase requisitions and orders and coordination of deliveries of goods for services as authorized in accordance with Council's Purchasing Policy
- Provide accurate and timely reports upon request to the Manager Youth & Communities
- Effectively contribute as a team member of the Community Services Directorate and promote a safe and harmonious work environment.
- Perform other duties as directed by Management

SELECTION CRITERIA:

Essential:

1. An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective support in a cross-cultural environment.
2. Demonstrated experience working in the Youth Sport and Recreation, Community Safety or related fields.
3. Demonstrated experience in leading, supervising and motivating a multi disciplinary team and working productively and collaboratively with other internal and external stakeholders

4. A demonstrated understanding of development through the lifespan and how this influences program development.
5. A demonstrated understanding of community development principles and their practical application to the remote Indigenous community context.
6. High level analytical, interpersonal and written communication skills including the ability to effectively communicate at all levels, write complex reports and interpret contracts, policies, guidelines and legislation.
7. Demonstrate a high standard of computer skills including online reporting systems and other with computer software applications.
8. Demonstrated ability to manage multiple tasks and the flexibility to adapt to changing operational demands and timelines.
9. Sound knowledge of Work Health & Safety requirements.
10. Agreement to an NT Police Criminal History check, hold a current C Class drivers license (Manual) and a willingness to undertake 4WD training and travel to remote communities by road or air.

Desirable:

1. Post secondary or Tertiary qualifications in Youth Work, Sport and Recreation, Social Work, Psychology or other related field.
2. Experience in new media communication and graphic design ie. photos, posters, pamphlets, and short movies.
3. Experience in producing complex documents ie. newsletters, media releases, grant applications, official meeting minutes and recruitment paperwork etc.
4. Hold a current Light Rigid licence, or the ability to obtain.

POSITION ATTRIBUTES:

Level 7

Level 7 covers specialist technical employees undertaking duties in excess of Level 6 and is the entry level for graduate professional employees.

Authority and accountability: Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.

Judgment and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.

Specialist knowledge and skills: Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.

Management skills: Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.

Interpersonal skills: Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.

Qualifications and experience: Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

Note to Candidates

The Youth and Communities Operations Coordinator will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language and non-aboriginal people.
- Drive a 4WD vehicle as required.
- Have a reasonable level of fitness.
- 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 Regional Council Code of Conduct in the performance of their duties.

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

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

VISION – TWO WAYS, ONE OUTCOME

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

INFORMATION FOR APPLICANTS FOR THE POSITION OF OPERATIONS COORDINATOR YOUTH & COMMUNITIES

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 7 with a range depending on qualifications and experience of \$77,441 - \$82,458.

Negotiations for a new Enterprise Agreement are currently underway. Once the Agreement has been finalised and approved your terms and conditions will bound by it.

Continued employment in this program is subject to ongoing funding being received. This a full time fixed term position.

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 OPERATIONS COORDINATOR YOUTH & COMMUNITIES is entitled to 6 weeks with a leave loading of 17.5% of salary when taking leave.

By agreement, the employee 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 to 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 OPERATIONS COORDINATOR YOUTH & COMMUNITIES 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 employee 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.