



two ways :: one outcome

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	CDP Employment Placement Officer
Reporting To	CDP Regional Manager
Classification	Full time Fixed Term
Level	6
Location	Alice Springs with work and travel to remote Service Delivery Centres.

OBJECTIVE OF THE POSITION

Operating under the direction of the Central Desert Regional Council Community Development Program Regional Manager, in accordance with Council's corporate plans, policies, relevant legislation, program guidelines and the CDP Agreement, this position is responsible for designing and implementing initiatives to ensure the CDRC CDP program achieves its Post Placement Support and Regional Employment Target outcomes targets as measured by the National Indigenous Australians Agency.

DUTIES AND RESPONSIBILITIES

- Engage with employers across the region to identify and document current and future vacancies.
- Research and articulate job market conditions and employers requirements to job seekers and other CDP staff.
- Working with job seekers, all CDP staff, Registered Training Organisations and employers, coordinate training and work placement projects to assist job seekers develop job seekers obtain skills required by employers.
- Manage employment placements and employment outcome claims on the Employment and Community Services Network.
- Manage jobseeker placements using appropriate risk assessments for each jobseeker to ensure appropriate support and contact measures are provided to all employed jobseeker.
- Using site visits and other initiatives, provide pre placement and post placement support to job seekers and employers to ensure successful employment outcomes.
- Manage jobseeker employment details and all documentary evidence for employment outcome claims made as set out in CDP Operational guidelines.
- Refer participants with micro business ideas to relevant agencies in the region.
- Comply with and uphold Council's Work Health and Safety policies and procedures and NT WHS legislation to ensure a safe work environment at all times.
- Provide accurate and timely reports on employment outcomes initiatives to the CDP Regional Manager and / or Executive Management Team.
- Perform any other delegated duties.

KEY SELECTION CRITERIA

Essential

- Qualifications relevant to the position at minimum diploma level or significant experience working in Employment Services at a similar level.
- A proven track record of achieving performance targets in an employment program such as CDP or similar.
- Demonstrated experience developing and applying strategies to address barriers to employment faced by residents in remote Aboriginal communities.
- Demonstrated ability to establish and maintain strong networks with program participants, employers and other stakeholders.
- Demonstrated use of well-developed research and analytical skills in a contractual environment.
- Strong interpersonal and communication skills with an ability to write clearly and produce concise reports.
- Proven ability to work independently and manage workloads in a challenging environment.

Desirable:

- Experience living and working in disadvantaged remote communities.
- Knowledge of CDP contract.

POSITION ATTRIBUTES

Level 6

Level 6 covers administrative, technical or trades employees undertaking duties and responsibilities in excess of Level 5.

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 organizations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.

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. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.

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. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.



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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: diploma or advanced diploma; or appropriate in-house training or equivalent.

ORGANISATIONAL RELATIONSHIPS:

Reports to: CDP Regional Manager
Supervises: Nil
Internal Liaisons: Central Desert Regional Council staff, community-based Council Services Managers, supervisors and Program Managers.
External Liaisons: CDP clients, Employers, Registered Training Organizations as applicable, Services Australia, other CDP providers, stakeholders across the Region, other government agencies.

NOTE TO CANDIDATES

The position will be expected to:

- Hold a current driver's license and be able to drive a manual 4WD vehicle to remote Aboriginal communities regularly
- Agree to undergo a NT Police criminal history check
- Interact with and work alongside Aboriginal people who speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Manage clients and other business records confidentially
- Have a reasonable level of fitness and are generally in good health.
- 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.
- All applications must address the selection criteria as outlined in the position description. **Please note that applications without selection criteria may be disqualified.** For more information on the Council's selection and recruitment process please refer to our Council Policy. Enquiries should be directed to:
 - Human Resources Advisor
Email: recruitment@centraldesert.nt.gov.au
Phone number: 08 8958 9515
Postal: PO Box 2257, Alice Springs NT 0871
- All applications MUST include a resume, covering letter and address the selection criteria. Applications should be addressed to 'Recruitment' and include the position name.