



two ways :: one outcome

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	CDP Builder Trainer
Reporting To	CDP Regional Manager
Classification	Full time
Level	8
Location	Alice Springs, with work and travel to remote Service Delivery Centres.

OBJECTIVES OF THE POSITION:

Operating under the direction of the CDP Regional Manager, in accordance with Council corporate plans and policies, relevant legislation and standards, this position is responsible for undertaking and overseeing building work including new builds and repair works in remote communities with Community Development Program participants. The position is responsible for engaging CDP participants so as to build their skills in construction-related work and increase their capacity for employment.

DUTIES AND RESPONSIBILITIES:

- Identify suitable building projects, with community consultation, to help develop job seekers skills in construction work.
- Develop and manage scope of works and budget for each identified project and coordinate planned works and materials procurement ensuring that all projects are fit for purpose and compliant with all legislation.
- Plan and deliver training to staff and participants on building projects, including general construction inductions, task and project specific training and engage with providers for accredited training where identified.
- Supervise other trades, CDP participants and other identified staff for the duration of each project.
- Maintain accurate records of job seeker attendance.
- Maintain program assets and equipment in accordance with manufacturers' recommendations and applicable standards.
- Comply with and uphold Council's Work Health and Safety policies and procedures and NT WHS legislation to ensure a safe work environment is maintained on all project at all times.
- Provide accurate and timely reports on projects to the CDP Regional Manager and / or Executive Management Team.
- Perform any other delegated duties as directed.

SELECTION CRITERIA

Essential

- Trade qualification and considerable practical experience in the building industry, current builders certification.
- Demonstrated record of successfully completing building projects in remote Aboriginal communities.

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- Demonstrated ability to successfully deliver on-the job training, motivate and supervise diverse participant groups.
- Demonstrated experience in planning and budgeting for construction projects in a remote setting.
- Experience managing construction-related projects including the ability to develop sustainable relationships with different project stakeholders.
- Well-developed interpersonal, verbal and report writing skills, demonstrated problem solving abilities.
- Sound knowledge of Health and Safety requirements and demonstrated experience upholding Occupational Health and Safety requirements in a workplace.

Desirable

- Cross-cultural experience working in disadvantaged remote communities.
- Certificate IV in Training and Assessment (TAE40110).
- Knowledge of CDP or other employment-services related contract.

