

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	CDP Senior Employment Coordinator	<b>Designation and Classification Level</b>	Level 6
<b>Position No</b>		<b>Division</b>	Corporate Services & Sustainability
<b>Business Unit</b>	Community Development Programme	<b>Reports To</b>	CDP Assistant Manager
<b>Location</b>	Various	<b>Date Created</b>	June 2020
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	<p>Deliver the Community Development Program (CDP) contract in community.</p> <p>Support job seekers to identify individual goals for participation plans that lead to positive personal and professional development and encourage community participation to enable long-term employability.</p> <p>Achieving targets and key performance indicators to maintain a financially sustainable delivery model for the Community Development Program (CDP).</p> <p>Ensuring contractual compliance and quality outcomes on community for all stakeholders. Which requires a strong understanding of the CDP payment model to ensure a sustainable income for CDP program, RGRC and the community.</p> <p>The geography of the region poses many challenges to equitable distribution of services. All job seekers must have access to a consistent level of service and opportunities which enable them to build their capacity and exercise their potential to enjoy fulfilling and meaningful activities and career prospects.</p>		
3. KEY RESPONSIBILITIES			
<p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a working knowledge of the CDP contract.</li> <li>• Manage the delivery of job seeker case management services in community in compliance with the CDP contract.</li> <li>• Coordinate requisitions for goods and supplies required to operate the CDP contract in accordance with the approved budget.</li> <li>• Manage competing deadlines and balance relationships and Roper Gulf Regional Council's agenda while staying within the guidelines of the Council's mission and vision.</li> <li>• Maintain the records system (ECSN) and ensure appropriate documentation is kept for all jobseekers allocated/linked to the Provider Site.</li> <li>• Ensure documentations such as PPS, Activity timesheets, Employment Forms etc. are sent to the Compliance Team in Katherine to ensure claims are processed in a timely and accurate manner.</li> <li>• Ensure records are maintained in accordance with legislative requirements prior to site audits being conducted by Compliance Team/Management.</li> <li>• Monitor the noticeboard and weekly performance reports; take appropriate corrective action as necessary.</li> <li>• Maintain staffing levels in accordance with the approved staffing structure to ensure a reliable and effective service.</li> <li>• Other reasonable duties as directed by CDP Management.</li> <li>• Set targets for individuals which achieve contractual outcomes and obligations.</li> <li>• Unpack policies and procedures with staff regularly to ensure the workforce have a working knowledge of Council policies and procedures.</li> <li>• Weekly report to be submitted to CDP Management.</li> </ul>			

- Participate in on-the-job training as required.
- Attend staff meetings.
- In accordance with Council's Regional Plan and community priorities oversee CDP jobseeker activities which contribute to personal, professional and community development
- Implement work plans for staff as indicated in accordance with the current contractual agreement and oversee the development of activity plans for job seekers
- Establish and ensure Host Agreements are in place with community stakeholders in the community
- Monitor progress against remote Employment Consultants and assist CDP Management with a development and training plans for each staff member.
- Engage with remote communities to deliver job seeker services that are culturally, socially and environmentally appropriate.
- Interact with job seekers to foster professional, respectful relationships.
- Provide advice to internal CDP staff on systems and compliance matters.
- Assist with maintaining the records system to ensure appropriate authorisation and documentation is kept for all claims across the sites.
- Acquire and keep up-to-date knowledge of WHS matters.
- Proactively raise WHS issues and ensure WHS matters are considered at regular staff meetings.
- Gain an understanding of the nature of the hazards and risks associated with operations relevant to the business unit.
- Be aware of and make use of hazard, incident and risk reporting systems.
- Participate in work, health and safety training relevant to workplace activities.
- Ensure use of protective equipment (where required), uniforms, and equipment which is fit for purpose.

## **2. Organisational Sustainability**

- Organise and support training activities including partnering with internal and external stakeholders to deliver cost effective training/activities on or off community.
- Establish and maintain positive and effective working relationships with Australian Government personnel, employers and other stakeholders.
- Collaborate effectively with all departments of the Roper Gulf Regional Council and other stakeholders to optimise outcomes for job seekers, employers and the local community.

## **3. Quality and Continuous Improvement**

- Monitor key performance indicators utilising weekly NESAs and Caseload reports to action outstanding priorities.
- Assist and train remote Employment Consultants with set targets by the CDP Management team to achieve contractual outcomes and obligations.
- Ensure documents for claims are sent to Head Quarters in a timely and accurate manner.
- Ensure records are maintained in accordance with legislative requirements. In accordance with the requirements of the Work Health and Safety (National Uniform Legislation) Act 2012:

## **4. Work Health and Safety (WHS)**

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements

- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

#### 4. SELECTION CRITERIA

##### ESSENTIAL

1. Tertiary qualifications relevant to the position or demonstrated experience in the employment services industry.
2. Demonstrated organisational skills to coordinate and balance tasks efficiently in a team environment to achieve key performance indicators and operational targets.
3. Well-developed interpersonal skills, including the ability to manage and mentor staff, conduct meetings, and negotiate between parties to effectively resolve problems.
4. High level of written communication skills with the ability to write standard correspondence, reports, submissions and proposals that require original content.
5. Demonstrated skills in the use of Microsoft Office applications and electronic document records management systems.
6. Ability to develop positive, collaborative working relationships with a range of stakeholders.
7. Demonstrated ability to communicate effectively and sensitively with Indigenous people.
8. Demonstrated experience or awareness of issues affecting people in remote Indigenous communities.
9. Demonstrated knowledge and competence to identify hazards, report incidents, and maintain a safe workplace.
10. Experienced in manual 4x4 driving on unsealed roads to remote locations in some situations.
11. Able to meet the inherent requirements of the position both physically and mentally.

##### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

##### 1. ACKNOWLEDGEMENT

<b>General Manager</b>			<b>Signature:</b>
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>