

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	CDP Assistant Manager	Designation & Classification Level	Level 7/8
Position No	N/A	Division	Corporate Services and Sustainability
Business Unit	Community Development Programme	Reports To	CDP Manager
Location	Katherine	Date Created	January 2019
2. POSITION CONTEXT			
Position Summary/Purpose	<p>Assisting the CDP Manager with implementing and managing a financially sustainable delivery model for the Community Development Programme (CDP) to ensure contractual compliance and quality outcomes on community for all stakeholders.</p> <p>The geography of the region poses many challenges to equitable distribution of services. The CDP Assistant Manager must ensure all jobseekers 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> <p>Another challenge is leading a diverse staffing arrangement over the region to ensure quality services are provided as well as significant community consultation to ensure the programme is meeting job seeker requirements at the same time as achieving community goals.</p>		
3. KEY RESPONSIBILITIES			
<p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> Assist with the management and correct implementation of the Community Development Programme contract. Establish and maintain positive and effective working relationships with Australian Government personnel and the contract management team. Monitor and assist key performance indicators for each operational site. Ensure contractual compliance. Monitor and manage subcontractor performance. Achieve key performance indicators outlined in the funding agreement. Investigate complaints and take appropriate remedial action. Other reasonable duties as directed by CDP Manager Approve expenditure within delegation limits. Assist with the development of the annual budget for the CDP contract. Participate in quarterly budget reviews. Promote the achievement of targets that are consistent with achieving projected income and expenditure to sustain a financially viable contract. Review financial performance indicators at least monthly. Actively manage and develop the workforce employed in delivering the CDP contract. Implement scopes of works for projects that align/compliment with current Local Authority and RGRC town priority projects for each CDP location. Implement accurate remote delivery training to site Coordinators, Supervisors and Builder Trainers that align with the current CDP Contract and RGRC processes and procedures. Set targets for individuals that achieve contractual outcomes and obligations. Monitor progress against individual development and training plans for each staff member. 			

- Conduct performance management and appraisal processes.
- Ensure all staff have the opportunity to participate in regular staff meetings.
- Arrange for staff to attend job-related training as required in accordance with their individual training plans.
- Unpack policies and procedures with Site Coordinators/Supervisor regularly to ensure the workforce have a working knowledge of Council policies and procedures.
- Assist CDP Manager with reports and agendas for managers meetings and ordinary council meetings when required.
- Submit localised CDP updates to Local Authority agendas when required.
- Submit reports to the Australian Government as required in accordance with the performance management framework when required.
- Support the development and implementation of activity plans, budgets and standard operating procedures.
- Interact with job seekers to foster professional, respectful relationships.

2. Quality and Continuous Improvement

- 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.
- Establish and maintain positive and effective working relationships with Australian Government personnel, employers and other stakeholders.

3. Organisational Sustainability

- Contribute to the achievement of objectives outlined in Council's strategic plans and regional plans.
- In accordance with Council's Regional Plan and other relevant plans consulted with communities, oversee CDP jobseeker activities which contribute to personal, professional and community development.
- Establish and ensure host agreements are in place with community stakeholders across the identified CDP sites.
- Engage with the local community to deliver job seeker services that are culturally, socially and environmentally appropriate.

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.
- 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 role, or equivalent experience
2. Significant experience in a relevant management role and/or employment services.
3. Demonstrated ability to interpret and implement policies and legislative requirements into operations to achieve KPIs.
4. Demonstrated ability to plan at an operational level to coordinate a range of activities across a number of teams.
5. Demonstrated work organisational skills to develop, manage, motivate and control work teams to achieve contractual and organisational goals and objectives.
6. Demonstrated expertise, research skills and innovation to resolve complex problems.
7. Excellent oral communication skills.
8. Demonstrated ability to write non-standard correspondence, reports, submissions and proposals that require original content. Well-developed word processing and computer application skills.
9. Demonstrated experience or awareness of issues affecting people in remote Indigenous communities.
10. Demonstrated ability to provide effective leadership in a cross-cultural environment.
11. Demonstrated knowledge and competence to be a safety leader and maintain a safe workplace

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.

TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

5. ACKNOWLEDGEMENT

GENERAL MANAGER		Date:	Signature:
Employee Name		Date:	Signature: