

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	CDP Employment Consultant	Designation and Classification Level	Level 3/4
Position No		Division	Corporate Services & Sustainability
Business Unit	Community Development Programme	Reports To	Council Services Manager
Location	Numbulwar, Borroloola	Date Created	June 2020

2. POSITION CONTEXT	
Position Summary/ Purpose	<ul style="list-style-type: none"> Provide a range of jobseeker services within community. Meet weekly performance targets. Liaise with internal and external stakeholders to maximise jobseeker outcomes. Capable of turning up for work every working day and the capacity to understand and adhere to the HR Leave policy

3. KEY RESPONSIBILITIES

1. Service Delivery, Planning and Monitoring	<ul style="list-style-type: none"> Completion of required CDP forms in order to initiate claims and invoicing done by CDP Compliance Team. Support training activities for job seekers. Capable of turning up for work every working day and the capacity to understand and adhere to the HR Leave policy. Achieve weekly and monthly performance targets. Ensure quality outcomes on community for all stakeholders. Be able to work independently and with limited direction. Provide emotional and moral encouragement to jobseekers working towards identified goals. Provide sound and knowledgeable advice based on best practice and/or positive experience/s. Build trusting relationships with RGRC work colleagues and job seekers. Assist with the compilation of basic reports against performance targets, compliance and claims. Other reasonable duties as directed by the CDP Senior Employment Coordinator. Gain a working knowledge of the CDP contract. Ensure eligible job seeker records are up-to-date and kept well. IT records are up-to-date and all actions or categorisations are appropriate. Attend formal performance reviews and performance management meetings. Participate in regular staff meetings. Attend job-related training as required in accordance with individual training plans. Gain a working knowledge of Council policies and procedures. Ensure job seekers are issued with protective equipment (where required), uniforms, and equipment which is fit for purpose.
2. Organisational Sustainability	<ul style="list-style-type: none"> Engage with the local community to deliver job seeker services that are culturally, socially and environmentally appropriate. Build trusting relationships with colleagues and job seekers. Support and motivate jobseekers to attend identified activities, training and appointments. Work 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

- In accordance with the Community Action Plan, oversee CDP jobseeker activities which contribute to personal, professional and community development
- Ensure records and information is stored appropriately to ensure confidentiality and are maintained in accordance with legislative requirements.

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. Experienced in driving manual 4x4 vehicles on unsealed roads and in some situations
2. Ability to work as part of a team, creating smooth workflow, including assisting with others workload if necessary to achieve predetermined goals, targets, outcomes and objectives.
3. Ability to deal with and solve problems by reviewing options and applying established practices and procedures.
4. Ability to carry out detailed written or oral instructions and/or procedures under general direction.
5. Ability to plan daily activities to achieve predetermined goals, targets, outcomes and objectives set for the role.
6. Good organisation skills to communicate with other team members and staff to achieve project components required.
7. Good oral communication skills with the ability to understand straightforward questions and directions.
8. Good written communication skills with the ability to create standard correspondence following prescribed formats
9. Able to meet the inherent requirements of the position both physically and mentally


DESIRABLE

1. Experience in an Administration role and current CDP contract.
2. An understanding of the complexity of Indigenous community dynamics, including the social and economic circumstances faced by many Indigenous people and communities.
3. An ability to anticipate and understand the different needs and concerns of clients, stakeholders and colleagues and to manage moderately difficult issues.

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.

5. ACKNOWLEDGEMENT

General Manager	CINDY HADDON	Date Approved: 12/1/24	Signature: 
Employee Name		Date:	Signature:

